

GET THE JOB

Body Language

Let your body language sing your praises during interviews

Body language during an interview — whether the interview is conducted in person or online — will either hurt or help you. Even if the hiring manager doesn't consciously think about it, they'll form an impression based on the way you hold your body and your non-verbal signals.

Practice! Ask your friends to conduct mock interviews with you and observe your body language and how you carry yourself. Be more aware of your body language when you are socializing or hanging out with friends. Use it as an opportunity to improve your body language.

POSTURE

This starts from the moment you arrive at the company's property or wherever the interview is being held. Don't assume that you won't be seen in the parking lot or in the lobby. Stand tall with your shoulders back. Move with confidence—don't rush and don't stumble.

SMILE

Start your interview with a smile and a warm greeting. During the interview, smile whenever appropriate.



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SIT PROPERLY

Surprisingly, the way you sit during an interview says a lot about you. Indeed's Career Guide says that the way you sit can communicate such things as personality, confidence, mood, honesty, reaction to questions, enthusiasm for the job, motivation, anxiety level, attentiveness and comfort level.

Wait until you are invited to sit and then sit at the back of the chair. This will help you sit up straight and communicate confidence. If you are given a choice of chairs, choose the one with a straight back.

Keep both feet on the ground. Crossing your legs can come across as defensive and crossing your ankle over a

knee can seem overly casual. Keep your feet and legs still during the interview.

SHOW YOUR INTEREST

Lean forward slightly whenever your interviewer is talking to show that you are interested. Avoid looking down unless you are writing notes or referencing your

resume. Tilt your head occasionally to show you are paying attention and to come across as friendly.

Nod as appropriate to show you are paying attention and are interested in what the interviewer is saying.

EYE CONTACT

Connect with the person conducting the interview. Eye contact is important for this, but you don't want to be so intense that it comes across as creepy.

When the interviewer is speaking, maintain eye contact. When you are speaking, maintain eye contact for several seconds, look away and then make eye contact again. You can look at their chin or between their eyes. If you are in a group interview, first make eye contact with the person who asked the question and then look briefly at each of the other interviewers.

BE STILL

Watch out for nervous habits that distract from what you are saying or communicate anxiety. Let your hands rest on the table, armrests or in your lap. Don't touch your face or hair or cross your arms. It is OK to gesture if you do it naturally and in moderation.

Keep yourself from fidgeting, tapping your feet or fingers, biting your nails, cracking your knuckles or twirling your hair.