

# Interview Success

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Have an important interview on the calendar? Whether you are interviewing for a new job or meeting an important prospect for the first time here are some pointers for making a good impression.

- **The Handshake**  
Something as simple as a handshake says a great deal about a person. Do not give a limp-wrist or two-handed handshake. Instead use a brief, firm handshake with an up and down movement and a quick release.
- **Gestures**  
Women have a tendency to make twice as many gestures as men, particularly when they are nervous. These “hand dances” detract from what you are saying. If you want to be heard, keep your gestures to a minimum. Don’t fuss with your hair, pull things from your purse or tug at your clothing.
- **Arms**  
Sitting with arms folded across the chest indicates resistance to new ideas. By exposing the torso, placing hands at you side or resting them on the desk or conference table in an “open” attitude, you say, “I want to hear your ideas.”
- **Voice**  
Those who speak in a lower tone and who speak more slowly are perceived as being more powerful and honest. Pronounce words clearly and distinctly to avoid misunderstanding.
- **Personal Space**  
People have a natural sense of distance for those around them. Unless you’re in a crowded room, maintain your distance when talking to others. Moving into their space may make them uncomfortable.
- **Posture**  
An erect posture says you are self-assured, honest and successful. To make yourself heard, stand tall and sit high.
- **The Winning Smile**  
Smiles are different for social and office situations. In business situations, don’t over smile. Smiling too much, and at inappropriate moments, can make you seem desperate for approval.
- **Eye Contact**  
Eye contact is the most important element in forming an impression. When you are engaged in a conversation, hold the other person’s gaze. Giving

someone your undivided attention indicates respect, interest and self-confidence. Averting the gaze could mean deceit, boredom, or lack of confidence.

How are you going to remember all these points when you go in for that important interview? Practice them today so that when you need them, they will be second nature to you. And, when you go in for that important interview, take a deep breath and relax.