

OUR TOP TEN ✓ BODY LANGUAGE TIPS

Body language accounts for a huge proportion of communication as a whole. It's an incredibly powerful tool that can be utilised to reinforce the message that you are the perfect candidate for the role, or it can damage what would otherwise be a great interview. Study our top tips below to make sure you take full control of your body language in your next interview.

TOP TIP #1: A STRONG ENTRANCE

First impressions are made quickly and can be difficult to re-shape. Make sure you get off to the best possible start by walking into the interview with poise and confidence. You don't want to enter the room with any sense of arrogance but you also don't want to appear timid or nervous. It's a balance that can be worthwhile practising. It's also a good idea to appear completely confident, friendly, polite and professional with anyone else you might meet or engage with as interviewers may ask others in the office what their impression of you was.

TOP TIP #2: THE PERFECT HANDSHAKE

A weak handshake can come across as unassertive. However, a bone-crunching handshake isn't desirable either. As well as being painful, it can come across as overly aggressive. A confident mid-ground is the sweet spot here. Make sure you also don't hold on to the handshake for an unnatural amount of time. Again, practice is key here.

TOP TIP #3: PERFECT POSTURE

Maintaining a good posture isn't just reserved for walking into the interview room. Be sure you sit up properly for the duration of the interview. Avoid slouching forward or overly leaning backward or to the side as this can show disinterest or boredom. Instead, sit upright with your back firmly against the back of the chair. It's also a good idea to keep your feet firmly on the floor to avoid foot tapping or fidgeting.

TOP TIP #4: MAINTAIN EYE CONTACT

Knowing how to maintain the ideal amount of eye contact can become tricky if you overthink it. You also don't want to focus on eye contact at the expense of not fully listening to the interviewer. As a general rule, make sure that you do look the interviewer(s) in the eye but don't maintain direct eye contact for too long without momentarily moving your line of focus. Think about how you maintain eye contact when in conversation with those you are fully comfortable around.



TOP TIP #5: DON'T FORGET TO SMILE

Under the pressures of the interview environment it can be very easy to forget to simply smile. Smiling is one of the most fundamental aspects of rapport building and one of the most powerful body language tools at your disposal. Smiling even subtly at the appropriate moments in your interview will go a long way in presenting you as personable and someone they would wish to work with.



TOP TIP #6: USE YOUR HANDS

Like with many things on the list, using your hands to the ideal level can be a balancing act. You don't want to be sat with your arms folded, but you also don't want to overly gesticulate so that it becomes a distraction to everyone in the room. Keeping your hands together on your lap is fine, ideally with your palms facing upwards. Do use hand gesturing to help convey your points as this can add some energy and sincerity into your answers. Just be sure to use this approach selectively.



TOP TIP #7: ADDRESS EVERYONE

Many interviews are conducted by more than one interviewer. Each interviewer in the room may ask a similar number of questions, or one interviewer may lead the overall discussion. In either case, it is important to address everyone in the room when giving your answers. You can give the main interviewer the majority of your eye contact, but make sure you do take time to look at and address the others in the room.



TOP TIP #8: NOD

There are plenty of positive messages conveyed by simply nodding your head when the interviewer is speaking. Keep the movement subtle and selective and you'll successfully communicate that you're engaged with what they're saying, that you fully understand them and that you are personable and easy to work with.



TOP TIP #9: DON'T FIDGET

We all have that one fidgeting habit that we often don't realise we're doing. It could be nail biting, knuckle cracking, playing with your hair, jewellery or glasses, leg tapping, finger tapping, folding and unfolding your arms or crossing and uncrossing your legs. It can also be particularly easy for these habits to take over in an interview scenario. However, fidgeting can become a significant distraction for the interviewer and could also indicate to them that you are particularly nervous, or even that you even appear bored and disinterested. Try and be aware as to what your fidgeting habits might be and make an effort to avoid them.



TOP TIP #10: LEAVE CALMLY & CONFIDENTLY

You'll want to make sure that you leave the interview as smoothly and confidently as you arrived. Thank the interviewers for their time and shake their hands confidently. Take the time to collect your items together carefully making sure you don't leave anything behind. Important information about the next stage of the process can often be given at the very end of the interview so take the time to listen to any last minute details that you won't want to miss.