

## IF YOU WANT THE JOB, POSITION YOURSELF PROPERLY

You never get a second chance to make a good first impression. People form 90 percent of their opinion about you in the first four minutes of meeting you and 60-80 percent of the impact that you will make is non-verbal.

This is where knowledge of body language becomes vital for your success.

The way you sit, stand, gesture and express yourself reveals who you are and what you are about, they say. And one place where you really need to make a good impression is in a job interview.

They believe there are five important steps in making a good impression in an interview:

### THE ENTRY

So many people fail an interview simply because they are unable to project a confident attitude.

When you enter the boardroom, adjust your posture: pull your shoulders up and back and walk in with a steady stride.

By doing so, you automatically appear self-assured - even if you are not.

Never ignore the importance of your physical appearance if you want to succeed. It will make you feel good about yourself and appear credible.

### THE HANDSHAKE

Always put down anything you are holding before you shake the interviewer's hand.

Try to avoid shaking hands across a desk as it is seen as a barrier. Rather go around the desk and hold your arm out straight and give a firm, steady handshake. This indicates that you have a strong character. Avoid the "bone crusher" or "wet fish" handshake.

Let the interviewer decide when to end the handshake.

### TAKING YOUR SEAT

When invited to sit, face the interviewer directly and position your body at a 45-degree angle.

This creates the appearance of openness and trust and will make the interaction more comfortable and congenial.

Whether you are sitting or standing, always fill your space. Never keep your elbows close to your side because you will come across as shy and anxious.

Posture is very important: always sit upright as it will enable you to control your body language and it indicates a good self-esteem.

### BODY LANGUAGE DURING THE INTERVIEW

**Eye contact** - Always maintain steady, direct eye contact for between 60 and 70 percent of the interview because it creates a rapport with the interviewer.

If you want to appear as someone who should be taken seriously, keep your gaze in the triangular area between the eyes and the centre of the forehead.

Should you be interviewed by a panel always direct your answer to the person asking the question and glance at the other interviewers intermittently.

Never look downwards because you will come across as insincere.

**Hand gestures** - People prefer interacting with someone who uses lively hand gestures as they are easier to understand, and they convey enthusiasm and ambition.

By using hand gestures, you will double your chances of being heard. Always keep your fingers together and keep your hands below chin level because it will show that you are self-assured, in control and command attention.

Open palms are associated with honesty, thereby giving the interviewer an intuitive feeling that you are speaking the truth.

Never fold your arms as doing so indicates a negative, defensive, or nervous attitude.

Refrain from finger pointing, as subconsciously it evokes negative feelings in the listener.

Steer clear of nervous gestures such as fiddling with your tie or jewellery.

**Feet positioning** - Place your feet firmly on the ground pointing towards the interviewer, as it shows that you are stable and grounded.

Avoid locking your ankles as it looks like you are holding back information.

**Smiling** - Often people forget to smile during an interview. Never forget that the more you smile, the more people like you.

## THE EXIT

Always shake hands again with your interviewer. When leaving the room always turn around to look at your interviewer, as you want to leave a lasting impression of your face, not the back of you!