

Insert
Career
Center Logo
Here

NON-VERBAL COMMUNICATION TIPS

HANDSHAKE

The handshake is your first interaction with an interviewer. It is as important as being dressed appropriately for an interview. No knuckle crushers and no wimpy handshakes.

ACTIVE LISTENING

Body language can show that you are interested and truly listening.

POSTURE

Sit up straight during your interview.

BE RELAXED

Do not slouch or sit too stiffly. Take a deep breath before meeting.

EYE CONTACT

Maintain friendly and attentive eye contact without staring. Do not let your eyes wander. When there is more than one interviewer, establish eye contact with everyone.

FACIAL EXPRESSION

Make sure your facial expressions match what you are saying. Relax and smile often.

GESTURES

Be careful not to tap nervously or jiggle.

THE 3 "C"s

Appear calm, cool and confident. Don't act or appear desperate.