



## When the Body Talks!



Did you know that your body language can say a lot more about you than your words during a job interview?

You might think that non-verbal behaviour is incapable of sinking the ship. According to College Journal, an interview comprises of 55% body language, 7% verbal communication, and 38% paralanguage or intonation. Hence, non-verbal communication is not just essential, but exceptionally vital to ace the process.

So how do you impress the interviewers with your non-verbal communications? Here are some recommended Do's and Don'ts to remember before you walk into that interview room.

### Do's:

Sit-up straight and lean slightly forward in your chair during the interview. Leaning forward show that you are interested in what the other person is saying.



Get grounded. Do not be seen fidgeting by shaking your legs or swaying your body. Put both feet firmly on the ground. For ladies, cross at the ankles and position your knees to either right or left. Crossing your legs will invariably make you lean backwards, which is not a good posture to adopt during interviews.

Use appropriate hand gestures when you are highlighting on the points that you are sharing.

Show your keenness by keeping an attentive expression. Nod and make positive gestures to indicate understanding to the subjects that is being discussed.

If there are more than one interviewer in the room, make sure you address all interviewers with brief eye contact and return your attention to the person who has asked you a question.

Switch off your mobile phones and devices so you are not distracted.

### Don't:

Cross your arms, it can be seen as a sign of excessive defensiveness.



Stare blankly at the interviewer. It might show that you turned up for the interview unprepared.

Avoid eye contact. It is important to maintain eye contact to convey confidence and certainty.

Do all the "Do's" in excess. It will make you seem fake and insincere.

Look at your watch or the clock in the room. This will suggest to hirers you are in a hurry.

Eat pungent foods

Arrive with sweaty clothes and unclean, messy hair.

Source:

<http://www.careerbuilder.com/Article/CB-746-Interview-Tips-The-Interview-Body-Language-Dos-and-Donts/>

<http://www.forbes.com/pictures/lml45lide/10-body-language-interview-mistakes-2/>



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