

THE JOB INTERVIEW

PT. 1

Planning 10

What is the interview?

- A Job interview is a **two-way conversation** between you and your prospective employer.
- It's an **opportunity** for the employer to figure out if you are right for the job (and also for you to determine if it's a good fit for you).

First Things First.

- The decision to hire is usually made in the first **30 seconds**
- A good first impression is **CRUCIAL**
- It takes **practice** 😊



Practice, practice, practice...

- Opening doors and entering a room
- SERIOUSLY! (remember those first **30** seconds)
- Body language is **key**.
- Think ahead. How you will enter, where you will put your bag etc. how you will say hello.

The Handshake.

1. Use your **right hand** only when giving handshakes
2. Extend your right hand out with your **fingers spread**
3. Make contact with the other individual's right hand (webs should touch) and **squeeze firmly**
4. Make **eye contact** while shaking the person's hand

Handshake cont.

5. Do not break contact with the individual's hand **until** the "Introduction phase," is over

6. Do not shake up and down excessively. It is all about the **grip**.

7. **Release** the grip and **continue** conversation



DO IT!

- Practice your **handshake** and **introduction** with three classmates.
- “Hi, my name is _____.”
- It’s nice to meet you_____. My name is (I’m) _____.
- It’s very nice to meet you” (etc.)
- *remember: webs of your hands should connect, palms should be matched.*

Handshake quiz /4 marks

- 1. What hand should you use to shake with?
- 2. What should you make while shaking hands?
- 3. When do you break contact?
- 4. What is a handshake all about?

Body Language Do's

- 1. Uncross your arms
 - Crossed arms make you look defensive or uncomfortable
 - Instead, gesture with your hands
- 2. Leave your hair alone
 - Shows you are uncomfortable
 - Looks childish.
 - It's distracting

Body language cont.

- 3. Make eye contact
 - It's okay to look away when you are thinking.
 - Make eye contact when interviewer is speaking
 - Think of it as a connection tool.

- 4. Sit and stand up STRAIGHT.
 - Slouchy posture can make you seem confused, dishonest and/or insecure
 - Sit/stand up straight.
 - You seem confident, trustworthy and capable.

Body language cont.

- 5. Gesture with your hands.
 - You seem open and honest.
- 6. Try not to fidget.
 - It's a distraction
 - It's a sign of anxiety
- 7. Smile! 😊
 - You'll seem friendly and confident