

INTERVIEW DETAILS TO PAY ATTENTION TO!

NON-VERBAL CUES

Simply put, nonverbal cues include all the ways you present and express yourself, apart from the actual words you speak. And they are critically important at work and in business because perception is reality. Article for more info [here](#). As you practice interviewing, pay attention to your nonverbal cues and make sure that they are not distracting or taking away from your professional presentation of self! **Things to pay attention to:**

Tone of Voice – Positive tone of voice - warm, friendly **vs.** cold, unengaged

Facial Expressions - Attentive facial expressions - interested **vs.** distant, zoned out, uninterested

Posture – Affirming body posture - leaning a little forward, relaxed, calm **vs.** leaning away, tense or fidgety

Eye Contact – Show confidence – maintain comfortable eye contact **vs.** avoiding interviewer’s or staring

Gestures – Be mindful of your gestures – be open, welcoming, natural **vs.** closed, nervous, distracting or timid

Spatial Distance – Take a professional stance as you sit down – appropriate posture **vs.** distant or awkward

STAR METHOD

Using the STAR process is a productive way for you to structure your experiences and accomplishments for the interviewer. For example: (the situation) My department had been doing all their reports manually, which was very time consuming. I was confident that we could (the task) save time and money by automating the process. Therefore, (the action) I developed computer program that would help expedite the report workload. Since then, (the result) our staff have cut their report workload in half, creating time to implement new projects that we did not have time to work on in the past.

Situation - describe a specific situation that relates to the question

Task - what was your task, what goals did you have

Action - what action you specifically took

Result - the positive result or outcome of the situation

APPLYING CRITICAL THINKING SKILLS

Critical thinking skills can help you respond to interview questions in a clear and concise way and demonstrate to the interviewer that you are able to think independently, analyze and evaluate an issue, and understand logical connections between ideas.

Clarity – provide clear interview examples for each question

Logic – share interview stories that make sense, connect meaningfully with the employer and contain professional content

Precision – give the necessary level of detail for your answers but don’t “*get lost in the weeds*”

Relevance/Significance – work hard to keep your answers related back to the position description