

Top 10 Interview Etiquette Techniques

Master the skills needed to make a great impression during your interview. These tips can help you become more than just a number, but rather stand out with a positive light.



1) Prepare, prepare, prepare

Taking time to prepare is the most conscientious thing you can do before an interview. A job opening at a company typically indicates a real need for more people, meaning that the individuals you're interviewing with are taking time from their schedules to speak with you. The best way to be respectful of this time is to arrive fully prepared to answer their questions and ask your own insightful questions.

2) Study the job description, noting the required skills and experience needed.

3) Be prepared with examples of your work

4) Be conscious of your body language

Be aware of what you're communicating through your posture and stance, and make sure it's good. Crossed arms or legs send negative messages, signalling a defensive stance. Not using hand gestures, can come across as a lack of confidence. Make sure the image you share is open, approachable and confident.

5) Dress for the job you want, not the one you have

It's always better to overdress than underdress, but do some sleuthing and find out what the corporate dress culture is, before you walk through the door.

6) Practice saying less

During the interview, you are selling you, so write down and practice ways to be concise when explaining your most important skills, strengths and ideas.

7) Ask Questions

Interviews are ways for your potential employer to learn about you. But, you too are interviewing the employer to make sure that this is place you want to work and spend your time. The way they answer questions will be an indication of how they will interact on a day to day basis

9) Send a follow-up

build on the good impression you made in the interview and send a follow up message to thank everyone for their time. Take time to point out positive areas of discussion to cement these ideas in their minds. This tactic will help you stand out above the competition, while the employer is making their decision

10) Remember, You got this!

The fact that you were called to have an interview means that you have the skills and personality that the employer is looking for. If you're doubting your skills, remember that you got ahead other candidates and have your first foot in the door.

8) Smile! Smiling naturally will make you appear confident and friendly.