



# How to Communicate Effectively in a Job Interview

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Getting an interview is an exciting and important step in getting hired. The interview will be focused on a conversation aimed at discovering more about your personality, skills and qualifications. Communicating well during your interview is a critical part of the process and will allow you to best represent yourself and get hired.

# Communicating During the Interview






# Don't be afraid to be yourself.

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- Showing some of your personality can be a great idea during the interview. It will help the interviewer to learn more about you as a person and will allow you to speak enthusiastically about your professional interests and skills.
- Maintain professional speech whenever you are talking about anything personal.



## Try to relate personal details to the requirements of the job.

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- When you discuss any personal topics, you can relate them to skills that are relevant to the position you are interviewing for. This will allow you to express both your personality and illustrate your skills and experience



## Act, speak, and dress professionally.

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- During the interview it will be important that you act, speak and dress professionally. By presenting yourself as a competent and serious applicant you will be more likely to make a good first impression. Wearing clothes appropriate to the position that you are interviewing for is mandatory for a successful interview.



## Express skills that employers are looking for.

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- During the interview, you will want to convey that you have the skills and talents that your employer is looking for. Many potential employers look for similar skills during the interview. Review the following list of skills that you can discuss during the interview



## Be aware of your body language

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- A majority of the interview will make use of verbal communication. However, there will also be information conveyed using non-verbal body language. Pay careful attention to your non-verbal communications to make a great impression during your interview



## Stay positive.

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- When you are discussing any topic or answering a question during the interview, you should always focus your response on positive aspects. Keeping the interview focused on the best aspects of yourself and your situation can increase your chances of getting the job





## Listen carefully.

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- You will want to carefully listen to anything your interviewer says during the interview. Paying careful attention will help you answer questions accurately and directly. Taking in details of the conversation can also help you think of any questions you might have for the interviewer.



# New vocabulary

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- Stressful - causing mental or emotional stress.
- Stressed-out - being anxious, tired and irritable because of too much work or pressure.
- Deal -take part in commercial trading of a particular commodity.
- Handle - is defined as to hold or deal with something.
- Hire is defined as to employ, or to get services for payment.
- Fire - dismiss (an employee) from a job.



# New vocabulary

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- Employee - a person employed for wages or salary
- Quit - leave (a place), usually permanently.



Choose the best (most logical) response to complete each of the following sentences:

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- 1. This job is too \_\_\_\_\_  
(stressed-out/ stressful)
- 2. There's a lot of work, but I can  
\_\_\_\_\_ (deal/ handle)
- 3. I was \_\_\_\_\_ (hired/ hear) last  
month
- 4. They \_\_\_\_\_ (fired/ failed) two of my  
co-workers, and I'm afraid I might  
be next



Choose the best (most logical) response to complete each of the following sentences:

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- 5. The company has a reputation for treating their \_\_\_\_\_ (employees/employed) well
- 6. The dress \_\_\_\_\_(code/cut) is casual