

Important Interview Information

► BODY LANGUAGE

How does the interviewer (the one asking the questions) look while talking to the interviewee (the one answering the questions)?

GOOD

Makes direct eye contact
Sits facing the person
Legs crossed at ankles
Arms at side or in front
Shoulders up and back straight

BAD

Looks away or rolls eyes
Sits facing away from the person
Legs crossed at thighs
Arms crossed
Shoulders slumped or slouching

► SPEAKING

What does the interviewer sound like while talking to the interviewee?

GOOD

Speaks slowly
Good articulation of words
Fluctuates voice (high and low)
Speaks loudly
Does not interrupt

BAD

Speaks very fast
Words mumbled; not understood
Uses monotone speech
Speaks softly or quietly
Interrupts the interviewee

► INTERVIEW QUESTIONS

What type of questions does the interviewer ask the interviewee?

GOOD

Asks open-ended questions
Asks questions that relate to the interviewee
Is ready to ask questions

BAD

Asks questions that require one- or two-word responses
Asks questions that do not seem to relate to the interviewee
Is not ready to ask questions; seems unprepared