



Interview Tips – 4 Tips No One Has Told You Yet

No matter how many interviews you give, you will always have butterflies in your stomach before you attend one. There are so many experts offering the widest possible range of tips and advice and you may feel that you know it all. Check out the following 4 interview tips that no one may have told you yet.

1. **Master What You are Saying Through Your Body Language** - Most people do not know that their body language betrays their innermost secrets, i.e. what they feel, what they think, what they fear, what they bluff, and so on. To ensure that you control your body language and stop it from spilling your secrets to your interviewers, try practicing with mock interviews which are videotaped. Run the video tape back and you will be surprised how transparent you can be through your body language. Keep practicing until you eliminate all mannerisms that give you away.
2. **Time Your Responses** - There are questions such as the dreaded, "Tell me about yourself" which make you feel like you are trapped. No matter how much you try, you end up either talking too much or too little. There is a way out. Start timing your response. Go through your CV and write down what you would like to say in short bullet points.

Now read them and add to these bullet points just enough to time 60-90 seconds. That is about the perfect timing to make it interesting without the risk of becoming boring. Keep practicing until you are able to speak flawlessly for these 60-90 seconds and are able to cover all that is important to say regarding the job for which you are applying.

3. **Connect with Your Interviewer Without Seeming Overconfident** - Most people look the interviewer in the eye and answer the questions asked. However, looking someone in the eye all the time could wear on your nerves and also be a little annoying. Instead, train your eyes to roam over the face without seeming to stop anywhere, and return to the eyes just before you finish answering the question.

This requires some practice and you will see the difference when you apply it to your friends, colleagues, or anyone else. This way of looking at the face while you are talking would help you come across as confident, not cocky.

4. **Be Prepared for Contingencies** - The best plans can go awry when you are least prepared. It is worthwhile to take a little trouble to ensure that all goes smooth when you go into the



interview. Have a checklist that includes the address where the interview is taking place, cash, a few copies of your CV, a few white sheets or a notebook, a pen, a few bullet points on what you would like to ask the interviewer, any samples of your work, sanitizer, a few tissues, breath mints and a few basic grooming items.

See the following articles for more information:

- [21 Major Interview Mistakes to Avoid at All Costs](#)
- [The Best Way to Prepare for a Job Search and Interviews](#)
- [How to Talk About Other Interviews in Your Interviews](#)
- [How to Answer the Tell Me About Yourself Interview Question](#)
- [How to Answer the Do You Have Any Questions for Me Interview Question](#)