

BUILDING YOUR CAREER — OVERCOMING INTERVIEW ANXIETY

OVERCOMING INTERVIEW ANXIETY

It is normal to be a bit nervous before an interview. Being organized and prepared is the best way to overcome interview anxiety. Below are a few more tips to help you feel more comfortable and confident before an interview.

- Make sure that you eat at least two hours before an interview. If you are hungry or if you have just eaten, your body will only make you more nervous.
- Before you go to the interview site, breathe deeply several times. Breathe in slowly for as long as you can and hold your breath for five seconds. Exhale slowly. Repeat several times.
- Try on your interview clothes the week before the interview. Make sure they fit well and do not need alterations. Practice good posture while sitting properly at a table or desk.
- Prepare yourself the night before. Make sure your clothes are clean and wrinkle-free. Put copies of your resume, reference list, work samples as well as a notepad together so that you do not panic to find them before you leave.
- Rehearse introducing yourself, answering interview questions, asking interview questions and talking about yourself and your resume.
- Get at least eight hours of sleep the night before your interview.

THE IMPORTANCE OF THE HANDSHAKE

The handshake is the first impression someone gets of you (after your dress). Here are some tips for getting the handshake right followed by three examples of getting it wrong.

- Handshake should be firm with good eye contact.
- Speak clearly and state your name, if applicable.
- Include a greeting such as, “It’s nice to meet you.”
- NO informal handshakes such as fist-bumps, high fives, etc.
- NO two-handed shakes; these are very personal and sometimes patronizing.
- “LIMP FISH” – puny, too delicate
- “BONE CRUSHER” – too hard, hurts the hand
- “SHAKER” – shakes too much