

Job Interview Success Tips

By Robin Ryan author of ["60 Seconds & You're Hired!"](#)

You're there in the hot seat - sitting across from the interviewer, the person who has the power to give you the job you desperately want, or who can decide to give it to someone else. The pressure is on. Your stomach tightens, your throat feels dry, your heart pounds, your hands get sweaty - who ever said job interviews were easy?

Interviews are getting so rare these days that when you finally get one people often get very nervous. So how do you do your best? First we need to decrease your anxiety since your verbal messages are enhanced by body language, facial expressions, and voice intonations. So make your words and physical presence work to aid you in landing the job. Here are some tips:

Decrease Your Nervousness -A little nervousness can actually aid you in being sharp and improve your performance. But heart-thumping, face-twitching, voice-quivering nervousness will reflect poorly on you and the strong self-confident, "I can solve your problems so hire me" impression you are trying to make. To rid your body of nervous tension, just before you go into the interview find a private spot outside or in the restroom, shake both arms and hands and take a few deep breaths. This physical exercise releases tension that has built up and helps calm you. Then, close your eyes and visualize a peaceful scene, such as an ocean beach, pretty sunset or snow on mountains. Really "see" this scene. This visualization will help to relax you.

Become an Actor -- No one knows what you are feeling or thinking unless you tell them. To excel in an interview, you must act confident even when you don't feel it. A sincere smile and firm handshake sends a warm, confident message. Eye contact is one of the important things employers notice about you. It's something you need to practice because many people fail to keep their eyes on the interview at all times. Eye contact is crucial and conveys that your message is believable and makes the interviewer more comfortable with you.

Impress Them- Before you even say hello, the employer's mind is evaluating you - your attire, hygiene, and style -- formulating an opinion as to whether or not you should represent their organization. Even in today's more casual, dressed-down workplace, appearance still counts a great deal with employers. Tom, a V.P. for a bank told me last week, "I really liked a candidate, but his attire was sloppy and too casual and once my boss saw him he firmly said, 'don't hire him.' So the position went to someone else. Therefore, dress up. Select a business suit that is conservative; that fits well and makes you look your very best.

Uncover the Employer's Agenda- It is frustrating to the interviewer to ask questions that never get answered properly. What are they asking about? Many employers reveal their "hidden agendas," those few things that really influence their decision. For example, if they continually ask you about managing teams then that's a tip off that you need to stress using solid examples how you are a terrific manager. Paying close attention allows you to really address the true needs and be the one hired for that job.

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