



HOW TO ACE THE JOB INTERVIEW

With [Siqandar.ai](https://siqandar.ai)

Today's lecture

Recap

Communication
process – brief

Body language

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Why
Interviewers
ask “tell me
about
yourself” ?

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- A. A starting point
 - B. Are you a good fit for the job.
 - C. Are you a fit with the company culture.
 - D. All of the above
- o
- o

WHICH OF THESE IS NOT “WHAT NOT TO SAY”

A. Too much or too little information

B. Something interesting about your work

C. A hobby that might seem to be more important to you than your career

D. Personal details / information about your family

Which of these is not a part of a good answer framework

A

Prepare in advance and have a compelling story.



B

Highlight ~ two key points you want to talk more about



C

Make sure you talk a lot whenever you get the chance

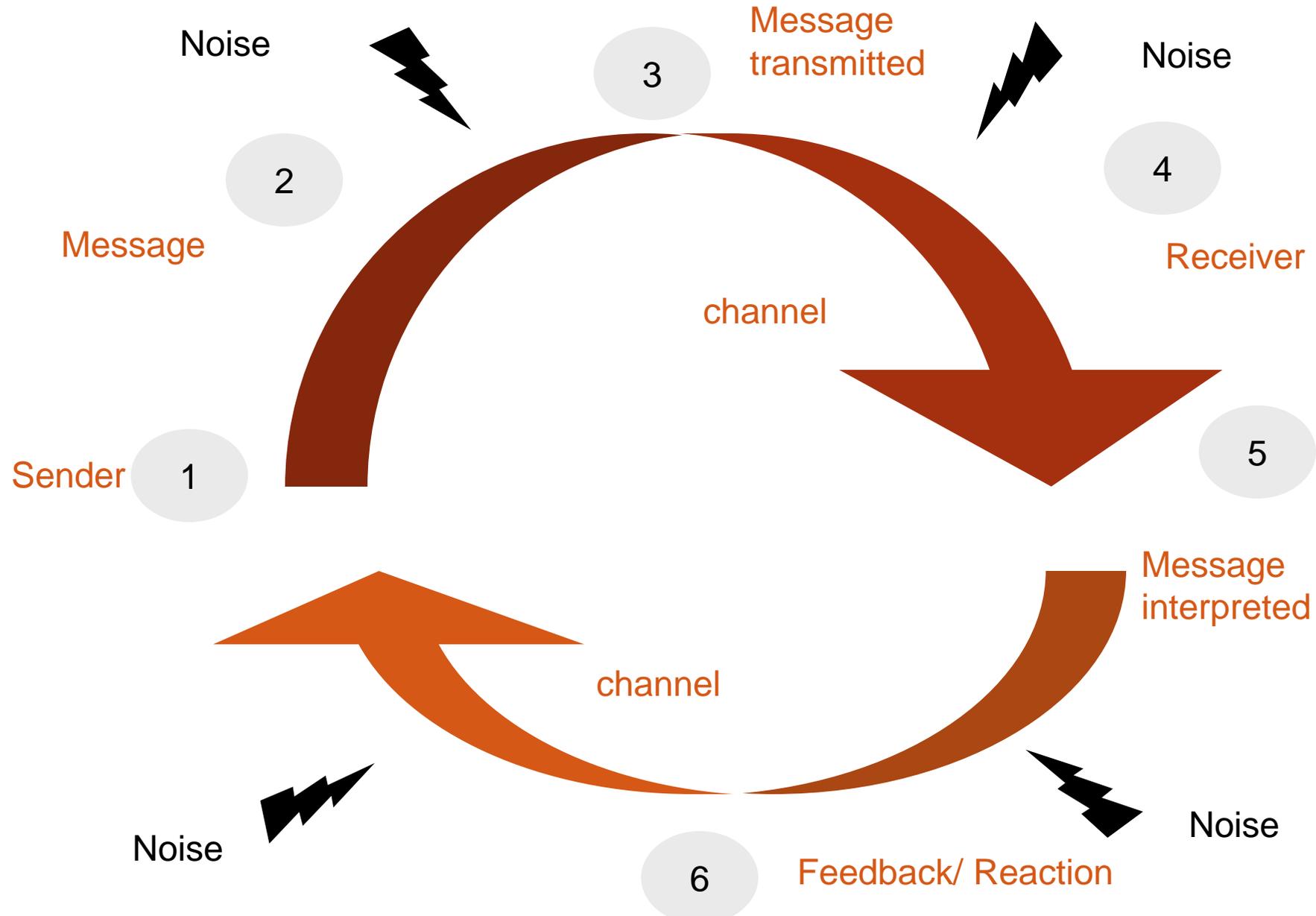


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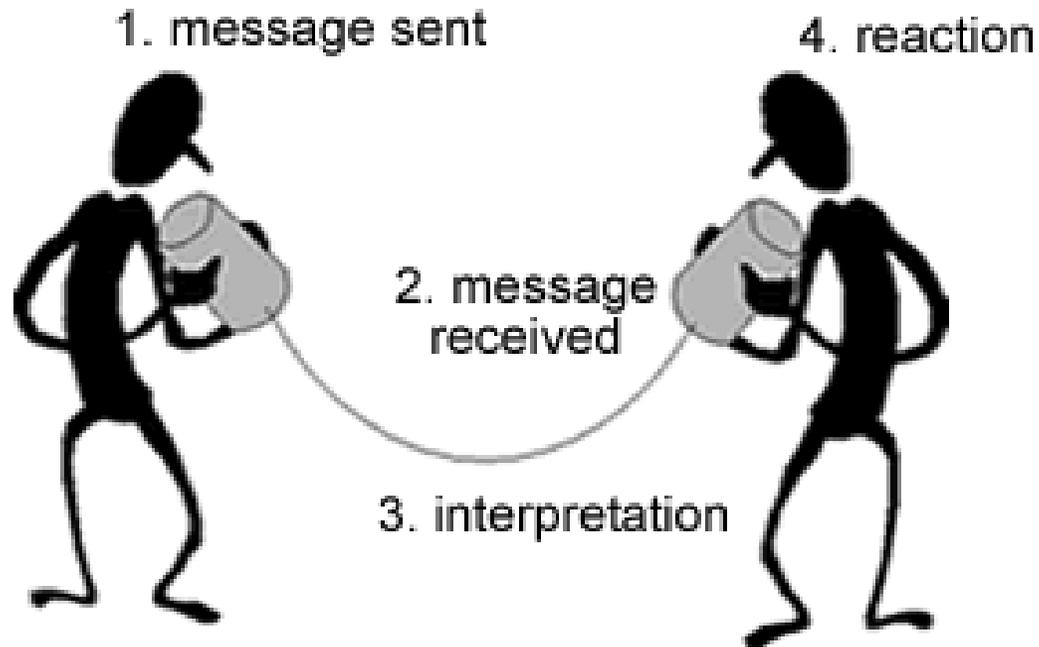
Be "SHE" (succinct, honest and engaging)

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 - Which of the 3 Vs did Albert Mehrabian find to be most important in communicating feelings
 - A. Verbal
 - B. Vocal
 - C. Visual
 - D. All are equal

The Communication Process

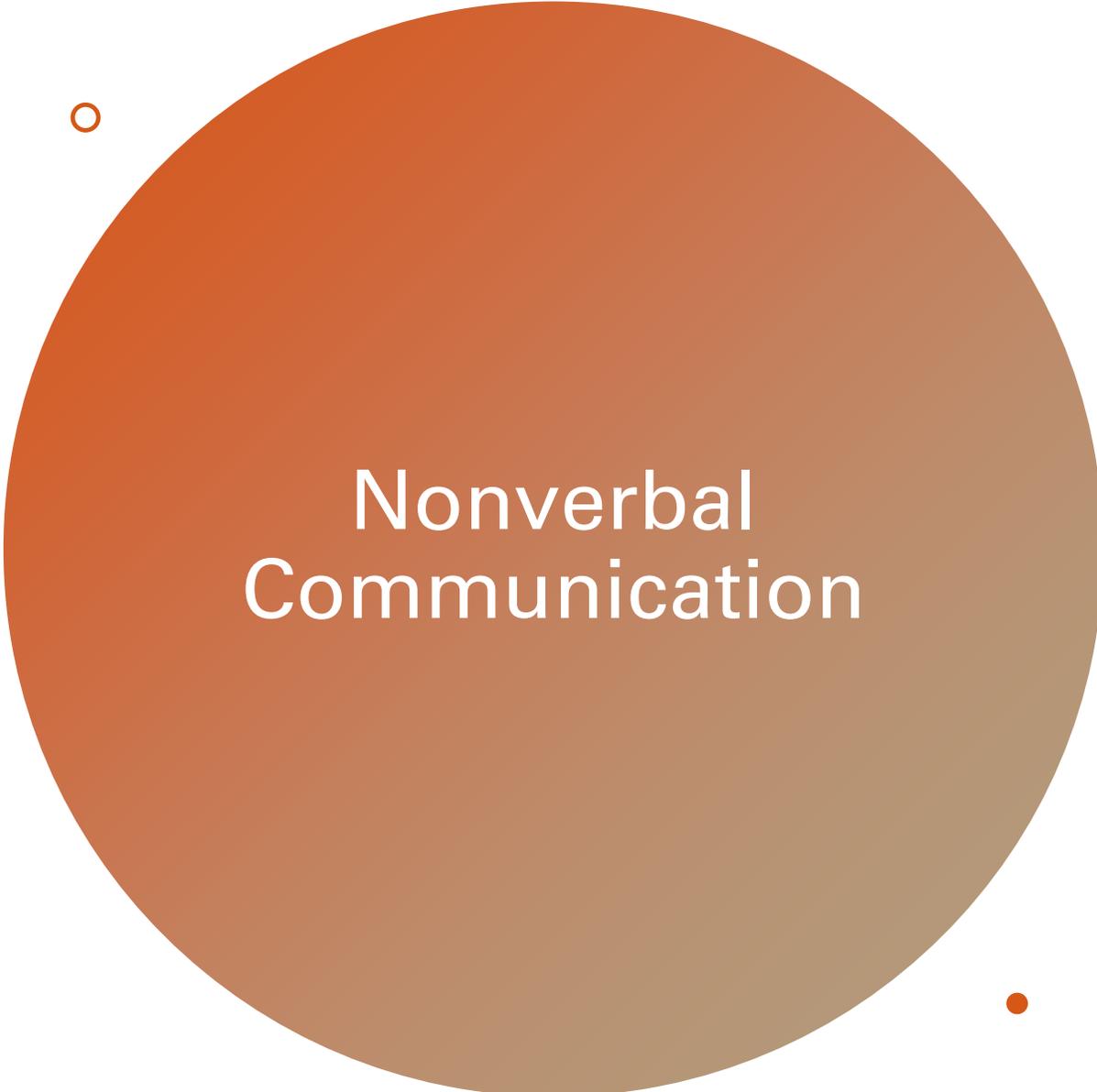


Communication Model



Forming the Message

- How to present the information you want to communicate
- Changing ideas into words & symbols and organizing them



Nonverbal Communication

“..people cannot keep a secret even if they do not speak.” - Sigmund Freud





Nonverbal Communication

- “During the average 30-minute meeting – 2 people exchange approximately 800 different nonverbal messages” - Jan Hargrave, “Strictly Business Body Language”
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4 CHANNELS OF NONVERBAL COMMUNICATION

physical space

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appearance

handshake

body movements

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Common Non-Verbal Clusters

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- **Openness**
- **Evaluation**
- **Readiness**

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- **Defensiveness**
- **Deception**
- **Boredom**

Openness



Leaning forward



Open hands



Uncrossed arms & legs



Slight smile



Good eye contact

Readiness

Dedication or commitment

Sitting forward

Hands on hips

Legs uncrossed

Smile

Increased eye contact

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Evaluation

- **Leaning forward**
- **Hand on cheek**
- **Stroking chin**
- **Chin in palm of hand**
- **Lowering glasses**

Defensiveness & Anxiousness

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Rigid body

Crossed arms & legs

Minimal eye contact

Glancing sideways

Pursed lips

Tilted head

Deception

Patterns of rocking

Fidgeting with objects

Increased leg movement

Increased eye movement

Frequent gazes elsewhere

Forced smile

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Boredom

- **Head in palm of hands**
- **Slouching**
- **Drumming fingers**
- **Swinging a foot**
- **Brushing & picking at items**
- **Tapping feet**
- **Poor eye contact**
- **Glancing at watch**
- **Blank stare**



Brisk erect walk, confidence, superiority



Hands on hip : aggression, readiness



Steeping : Self confidence, intellectual arrogance



Hand Clasp : anxious , controlled



Arms up : reserved, defensive



Crossed legs with one leg
kicking slowly : boredom



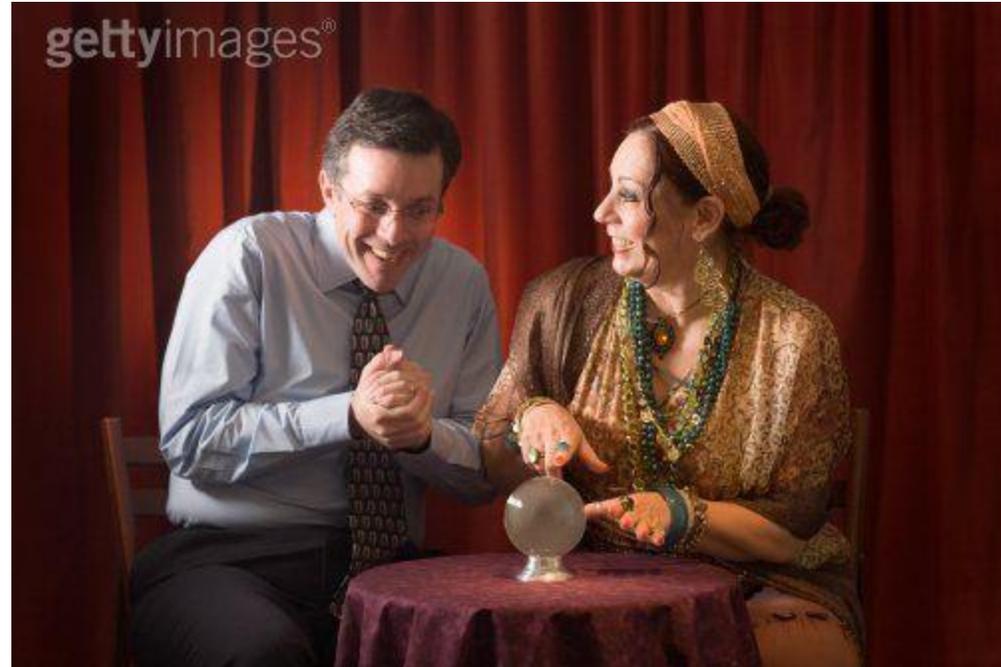
Arms crossed across chest : Defensiveness, lack of trust



Hunched, drooping shoulders, hand in pocket : defeat, dejection



Pinching ear, rubbing nose : Doubt, lying , indecision



Rubbing hands : anticipation



Sitting with hands clasped behind head, legs crossed : Confidence , Superiority



Drumming with fingers,
glances at watch :
impatience



- A. Ready
- B. Boredom
- C. Openness
- D. Evaluation



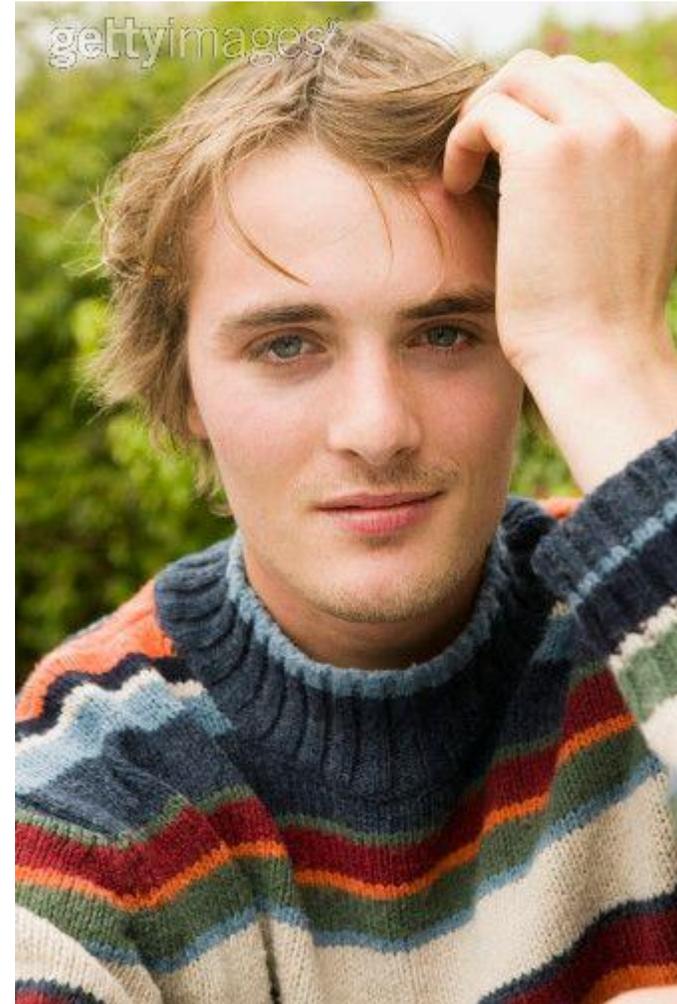
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- A. Boredom
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- A. Boredom
- B. Deception
- C. Openness
- D. Evaluation



<http://socialintelligence.labinthewild.org/>

Face 1 of 37 (Practice)

What emotion are the eyes showing?

jealous
panicked
arrogant
hateful

jealous

panicked



arrogant

hateful