

Beginning the Interview

- Smile, introduce self: "Hi, I'm _____."
- Shake hands: 1-2-3
- Say *"Thank you for seeing me today."*
- Sit down when the interviewer sits

Small Talk in the Interview:

- Use eye contact, smile
- Wait for a brief pause –just after they have finished a sentence.
- Make a comment that means *"keep talking, I am listening and I am interested"* (e.g., *"oh really?" "that's nice" "yes..." "I agree"*)

OR

- Make a comment that adds your own ideas or experiences to those that the other person describes (e.g., *"I prefer the cold weather for sure"*).
- Eventually, the interviewer will start asking you questions about the job.

Ending the Interview

1) Interviewer signals the end by saying something like:

"I don't think I have any more questions for you."

"If you don't have any other questions, I think we are finished."

"I really appreciate you coming in today."

"Well, it has been nice speaking with you today."

OR

Standing up, walking towards the door, OR walking with you towards the exit.

- 2) Use eye contact, smile
- 3) Shake hands: 1-2-3
- 4) Say: *"I really appreciate the opportunity to meet with you."*
- 5) Say: *"I look forward to hearing from you, soon!"*
- 6) Leave