

8 TIPS FOR SUCCESSFUL JOB INTERVIEWS

1. NO "STAGED PERFORMANCES"

Any self-portrayal which doesn't fit with one's entire personality will appear insincere and, as a rule, will not produce the desired effect. Thus, any type of "staged performance" is quite risky. You will be much more likely to score points by conducting yourself in a spontaneous and authentic manner.

2. DON'T BOAST TOO MUCH

Whoever just boasts about himself/herself will come across as unlikable. Thus, you should openly admit to smaller shortcomings – while, of course, not questioning your own competence. Empirical studies have shown: Praising oneself only gives a better impression than a rather modest self-portrayal when the person who is conducting the job interview has no information whatsoever about the job applicant's actual accomplishments.

3. LET OTHERS PRAISE YOU

Allow others to praise you. That makes a better impression than constantly doing it yourself. Studies have shown that positive evaluations from third parties seem more credible than positive descriptions of oneself.

4. BUT: DON'T BE TOO MODEST

Even if too much self-praise stinks, don't turn around and place your light under a bushel. Whoever doesn't say in a job interview what he/she can do won't necessarily give the impression that he/she can do a lot.

5. THE EXTERNAL IMPRESSION IS IMPORTANT

It's a reality. Attractive applicants make a better impression. Thus, pay attention to your clothes. As empirical studies have shown, as a rule, a woman in a business attire will be assessed as being more competent than a woman wearing other clothing.

6. PAY ATTENTION TO BODY LANGUAGE

Verbal and non-verbal communication go together. Thus, it makes one appear to not be credible if one's body language conflicts with what one says. However, in cases of doubt, people will be more likely to believe the non-verbal communication. Thus, whoever talks about one's own competence and is nervously tugging on one's clothes at the same time won't be convincing.

7. NO CONFLICTING STATEMENTS

Don't allow yourself to make conflicting statements. Whoever always maintains something different in different situations or with different interviewers gives the impression of merely telling people what they want to hear.

8. DEFINITELY NO SIDE BLOWS

Aggressive attacks upon other applicants or competitors will easily fail to achieve the desired effect and will result in the interviewer having a negative impression of the person who is doing the attacking. Studies show that persons who criticise or attack are themselves perceived negatively.

Source: www.spiegel.de/unispiegel/jobundberuf