



## What are interview skills?

Interviewing skills are a set of interpersonal skills that allow you to interact comfortably with the interviewer and show them why you are the best candidate for the position you are applying for.



### Examples of interviewing skills

- **Verbal communication:** Throughout the interview, the interviewer will pay attention not only to the things you say but also to how you say them. Verbal communication includes the pitch and tone of your voice, speaking clearly and concisely, being honest and polite and using active listening to respond appropriately.
- **Nonverbal communication:** The interviewer will also pay close attention to your nonverbal communication skills throughout the interview. Nonverbal communication is what your body language tells someone during a conversation. Nonverbal communication includes eye contact, posture, facial expressions and gestures.



### How to improve interviewing skills

- 1 **Know how to use the job description.** Take the valuable information. Use the vocabulary (skills and characteristics) for the interview.
- 2 **Research the company.** The more you know about the company, the better you will be able to answer questions in a manner that shows you are a good fit for their culture. This research can also help you ensure the company is a good fit for you.
- 3 **Review the resume.** Your resume should highlight the skills and strengths that make you good for the position. You should know the important facts in your resume well.
- 4 **Practice for the interview.** Work on your body language and nonverbal communication skills, organize the information you want to say.
- 5 **Prepare questions for the interviewer.** Always try to have at least a few questions prepared to ask. The questions can be about the company, the specific position you are applying for or any details you would like more information about.
- 6 **Know how to respond when you need time to think.** It's OK to take a moment to think about your answers. Doing this will show the interviewer you can respond calmly when faced with a challenge and will also highlight your problem-solving skills.