

# Interviews – The First Five Minutes



55% BODY LANGUAGE ●●● 38% VOCAL ●●● 7% WORDS USED ●●●

BEFORE	DURING	AFTER
<p><b>RESEARCH:</b></p> <ul style="list-style-type: none"> <li>Job</li> <li>Company</li> <li>Who / How many</li> </ul> <p><b>PREPARATION:</b></p> <ul style="list-style-type: none"> <li>Clothes</li> <li>Location</li> <li>Travel</li> <li>Parking</li> </ul> <p><b>FOLDER:</b></p> <ul style="list-style-type: none"> <li>CV</li> <li>Refs/Quals</li> <li>Questions to ask</li> </ul> <p><b>PRACTICE:</b></p> <ul style="list-style-type: none"> <li>Rehearse out loud</li> <li>With a friend</li> <li>In front of a mirror</li> <li>With a professional</li> </ul>	<p>Greet Receptionist Be Concise Refer to CV Seating</p> <p>Sit up straight Open posture Lean forward Eye contact Relax</p> <p>Keep formal Do not lie C.A.R</p> <p>Close professionally Be polite Express interest Agree next steps</p>	<p>Debrief Make Notes Follow-Up Thank you email</p> <p>Seek Feedback</p> <ul style="list-style-type: none"> <li>Performance</li> <li>Industry suitability</li> <li>Any other leads</li> <li>Remain polite</li> </ul>

**P**REPARATION

**P**LANNING

**P**RACTICE