

5 Tips For Maximizing Your Communication Skills During Interviews

Before we start talking about how to maximize your communication skills during interviews, I'm going to share my single favorite tip for succeeding in job interviews. Just keeping this one simple fact in mind has helped me out in several job interviews so far, and helped a lot of my friends as well.

After I share my tip, we'll talk about how important it is to demonstrate good communication skills during an interview, and why that's a lot easier than you might think, even if you're shy!

My Best Job Interview Tip

It sounds really simple, because it is. Just remember this one thing: The reason you're in that interview room is because they want to hire you. It is the interviewer's job to find an appropriate candidate to fill the position, and they want it to be you because that makes their job easier. Whenever I go into an interview with this mind state, I'm filled with confidence because I feel like I already belong there.

Communication skills are also crucial. Whether you're introverted or extroverted, both traits have their pros and cons but if you stick to the basics you'll do great.

Here are a few other tips for being a better communicator during interviews:

Ask Questions

Remember, you're there to be interviewed for the job but it works both ways – you need to ask some questions as well, in order to make sure the job is a good fit for you. It's a good idea to have at least a couple questions ready to ask, and a few more in mind in case the ones you were going to ask get answered before you have a chance. More than likely, the person conducting the interview will ask if you have any questions, and it shows that you've been putting thought into this and that you came prepared.

Negotiating Your Way To A Better Situation

This will apply more to positions requiring specialized skills rather than entry-level jobs where you typically won't have as much leverage. Once a job offer has been made, you can certainly accept it as-is but this may be a good time to try to negotiate better terms for yourself, whether it's to be reviewed for a raise sooner, or a better parking spot, or what have you. It's important to examine who has more power in this position, and it can be a risky move to ask for too much – especially if you getting the offer instead of something else came down to a coin-toss. Negotiating for value can be very rewarding, but make sure you know what you're doing!

Listen And Focus

When someone is explaining a lot of things in a job interview, it can be easy to lose focus and to start to day dream, especially when nerves are involved. It's important to be aware of this going in, and to do your best to pay close attention. Nothing works better than asking a question that's just been explained to you while you were daydreaming.

Be The Best Representation Of Yourself

It's important to be yourself in a job interview, but don't act like the person conducting the interview is one of your college buddies. Stay professional, even if the interview is casual and relaxed. There's no point in putting on a complete facade for an interview because at the end of the day, if you get the job, you want to be comfortable at work. You can communicate professionalism by the way you carry yourself from the moment you enter the building, to the way you dress and even making sure your shoes are clean. A lot of communication happens without saying a word.

Final Thoughts

I hope you've found these tips as useful as I have! I'm looking forward to reading feedback from the community and hearing more tips for maximizing communication skills at job interviews so if you have found this article useful, please take a moment to share it on your favorite social media platforms so your friends and loved ones can land their dream job.

Credit: <http://www.careerealism.com>