

Name: _____

Non-Verbal Communication

Grooming

Check your grooming: Is your hair clean? Are you clean? Have you shaved? Are you wearing just the right amount of make-up?

Dress

Check your clothing: Are you wearing something that interviewer might wear? Are your clothes clean and pressed? Are your clothes appropriate for this job?

Handshake

Check your handshake: Do you shake hands with a firm grip?

Eye Contact

Check your eye contact: Do you look at others when you talk to them? Do you look at other when they talk to you?

Posture

Check your posture: Do you keep your shoulders back when sitting or standing? Do you keep your back straight when sitting or standing?

Voice Tone

Check your voice tone: Do you speak clearly? Can people hear you when you talk? Is your voice respectful (not sarcastic) when you talk?

Attention

Check your behavior: When you are talking to someone, are you calm? Do you keep your hands and feet still? Can you sit still in a chair without shifting and wiggling?

Respect

Check your attitude: When you are talking to someone, do you make eye contact? Do you lean toward the person who is talking and give your full attention?