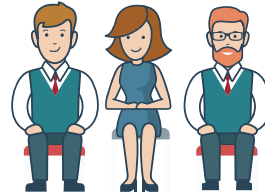


DO



Stay calm – this will help you to talk coherently.



Sit up straight – sit confidently, and avoid slouching.



Be prepared – show that you know about the company and are interested in the role.



Smile – shows that you are excited about the job opportunity.



Ask questions – demonstrate that you are eager to know more and clarify anything you are unsure about.

DON'T



Don't cross your arms – this will make you appear guarded.



Don't play with your hair – this suggests nervousness.



Don't be negative – don't bad mouth previous roles or employers.



Don't tell lies or exaggerate your skills and qualifications – body language speaks the truth.