

PIVOT TO CYBER

# PLAYBOOK

## Interview Soft Skills

### First Impressions:

- ⇒ Checking if you fit the **job culture** from your **attire** and arrival.
- Show you value **firm handshakes**.
- Highlight the importance of **punctuality** and **respect for others' time**.

### Eye Contact:

- ⇒ Assessing your **engagement** and **sincerity** through solid **eye contact**.
- Use **direct eye contact** to strengthen connections.
- Balance eye contact **without overly staring**.

### Use Of Space:

- ⇒ Evaluating your social intelligence through effective use of space.
- Use space to create a **welcoming atmosphere**.
- Choose **seating** that fosters **better discussions**

### Voice And Tone:

- ⇒ Assessing your **authority** and **confidence** through your **voice**.
- **Calm** your voice to **persuade**.
- Use a **relaxed pace** for important discussions.
- **End** your sentences **calmly** instead of rushing.

### Cultural Sensitivity:

- ⇒ Judging your **competency** through how you interact with **diverse cultures**.
- Engage **attentively**.
- Use appropriate **greetings**.
- Show respect for **differences**.
- Handle **cultural slips** with grace.

### Power Posture:

- ⇒ Gauging your **confidence** and how you **handle pressure**.
- **Sit up straight**. Relax shoulders. This helps you **pay attention**.
- Use a **gentle smile** to show you're balanced and **friendly**.
- **Lean in** and **nod** to show interest.

### Facial Expressions:

- ⇒ Observing for **authenticity** through your **expressions** and words.
- **Gently smile** to make others more **receptive** to you.
- Use **expressions** that **align** with your words.
- Don't frown or laugh **excessively**.

### Handling Nerves:

- ⇒ Studying your **demeanor** when questions get tougher.
- **Smile** to show can handle tough conversation.
- Take **deep breaths** to maintain composure.
- **Pause to think** before speaking.

### Exiting The Interview:

- ⇒ Judging your **professionalism** through your exit method.
- Give a **firm handshake** at the end.
- Express **gratitude** for future discussions.

### Master Movements:

- ⇒ Observing your **calmness under pressure** through steady movements.
- Gently use your **hands** to **clarify** explanations.
- Maintain a **professional** and **calm** demeanor.

### Listening Skills:

- ⇒ Gauging your ability to work in a **team** with your **listening skills**.
- Nod to **enhance conversations**. **Read back** key details.
- **Mirror movements** to foster **trust**.

### Consistency:

- ⇒ Observing your **cues** to understand if you can be **trusted**.
- Stay **consistent** throughout the interview.
- Regularly **check in** with yourself to maintain **composure**.

### Articulation:

- ⇒ Evaluating your **effectiveness** through your **ability to answer**.
- **Practice** interviews to pinpoint your **weak spots**.
- Seek **feedback** to improve your performance.

### Follow-Up:

- ⇒ Assessing your **engagement** by observing your **follow-up manner**.
- Show **gratitude** with a thank-you **note** after the interview.
- Follow-up with a **message** that **emphasizes strengths** and fit.