



## THE FIRST 10 SECONDS ARE KEY

What you do and say in the first 10 seconds of an interview may determine whether you are hired. If the first impression an interviewer has of a job candidate's attitude, personality, or appearance is negative, the person runs the risk of being eliminated from further consideration for the position. Interviewers, like the rest of us, are apt to judge a book by its cover. Make the cover as attractive as possible.

Some prime examples of initial interview behavior that could result in candidate's rejection include:

- A weak or half-hearted handshake
- Failure to maintain eye contact, indicating a lack of self-confidence
- Slouching in the chair or looking either uninterested or intimidated
- Lack of enthusiasm or responsiveness
- Poor grooming or inappropriate dress
- Smoking or smelling like you just had a cigarette
- A hostile or abrasive attitude
- Boastfulness, egotism or being overly aggressive
- Acting as if you are doing the interviewer a favor by being there
- Treating the secretary or receptionist in a cavalier or condescending manner