

# 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 the 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 others 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?

## Non-Verbal Skills Critique

		Excellent		Okay		Poor	
<b>Grooming</b>	Takes care:						
	Hair and body are clean	5	4	3	2	1	
	Shaved/appropriate make-up	5	4	3	2	1	
<b>Dress</b>	Clothes are:						
	Clean and pressed	5	4	3	2	1	
	Appropriate for this situation	5	4	3	2	1	
<b>Handshake</b>	Shakes hands:						
	By offering her/his hand	5	4	3	2	1	
	With a firm grip	5	4	3	2	1	
<b>Eye Contact</b>	Looks directly when:						
	Talking to others	5	4	3	2	1	
	Listening to someone	5	4	3	2	1	
<b>Posture</b>	Sits or stands with:						
	Shoulders back	5	4	3	2	1	
	Back Straight	5	4	3	2	1	
<b>Voice Tone</b>	Speaks:						
	Clearly and loud enough	5	4	3	2	1	
	With respect	5	4	3	2	1	
<b>Attention</b>	Focuses:						
	Keeps hands and feet still	5	4	3	2	1	
	Sits still with no wiggling	5	4	3	2	1	
<b>Respect</b>	Attentiveness:						
	Leans to ward person talking	5	4	3	2	1	
	Gives full attention	5	4	3	2	1	