**Top Ten Tips to boost your Confidence**

Nervousness is natural in a job interview and almost all candidates will have a moment of self-doubt during the interview.  The trick is to project self-confidence and show your interviewer that you are the right person for the job. Our tips should help you believe in yourself and your potential employer to believe in you too!  
  
**1. Be yourself** - I know it’s hard to relax and be yourself in an interview situation but try thinking of the interview as an opportunity to meet someone and get to know them. This will help you to build rapport. You can develop the rapport by talking about work related stories to show your personality.   
  
**2. Speak enthusiastically**  - Even more frustrating to an interviewer than a candidate who lacks confidence is a candidate who lacks enthusiasm. Inject energy into your voice as you relate your successes using action-oriented words and avoid "umm, uh, like, as if and your speech will be fluent and will project the proper confidence needed. When the interviewer talks about the job responsibilities show how willing you are to take on the role.   
  
**3. Make eye contact** - This is one of the best ways to project confidence from within. When you are talking you should hold eye contact for about 10 seconds before looking away briefly and then re-establishing eye contact. If the interviewer is talking, to show you are actively listening, initiate and maintain eye contact. Remember to blink regularly, look away very briefly and give a small nod every now and then so you don’t appear to be aggressively staring.  
  
**4. Good posture** - Good posture reflects how you feel about the interviewer and the job and relays the message that you are confident and strong. In an interview you should sit upright but in a relaxed position leaning forward slightly towards the interviewer. This indicates that you are comfortable, confident, interested and involved. Tilting your head slightly to one side comes across as friendly and open and keeping your head straight signals confidence.   
  
**5. Leave your baggage outside**  - Put any personal problems and anxiety to one side before the interview starts. Visualise the interview room as a safe place with people who want you to get the job and remember that the interviewers are on your side. The company has already seen your CV and believe you are capable of doing the job so it’s important for you to believe the same thing.   
  
**6. Know your CV, job and company**  - The biggest tip for remaining confident during a job interview is to have a firm grasp on your CV, the job you’re applying for and the company. Know your background without having to refer to your CV and make sure you know what sets you apart from other candidates and be specific about what you've done that has made you successful. Study the job description. It will give you an insight into what the job entails and lists the skills a company is looking for in a candidate. Employers expect you to be well-informed about the company, its products and services and the industry as a whole. Look at the company’s website, their mission, news releases and product releases.   
  
**7. Dress well** - Interviewers are looking for someone who will fit in and who can represent the company externally. Dressing smartly will help boost your confidence. For women, wear a navy or black suit or a knee length dress with tights and don’t wear too much jewellery. For men wear a business suit and don’t use too much aftershave.

**8. Practice your interview technique** - If you make sure you have done your interview preparation beforehand then you should feel a lot more confident in the interview. Practise your interview skills by either role playing with a friend or having a mock interview with an interview coach. By using an interview coach you are reducing the ‘fear of the unknown’, such as how the process works, what to say and how to act which will allow you to give a more confident performance.  
  
**9. Think about your body language** - The best way to be aware of your interview body language is to practice in front of a mirror. This way you can be confident that you are sending the right message in your job interview. An interviewer's first impression of you is formed when you shake hands. A dry, firm handshake reflects a strong personality and is what most employers are looking for. During the interview the best place to rest your hands is in your lap or on the table if there is one. This looks confident and professional. Watch the use of your hands and ensure that you aren't constantly moving them or gesturing to the point of distraction.   
  
**10. Control your nerves** - Take two deep breaths before you start, this will help you to slow down when you start to speak and create a more confident first impression. Pausing also gives you time to collect your thoughts and you’ll be less likely to lose track of what you are saying. If you get seriously nervous, then arrive in plenty of time. Find somewhere quiet and do some breathing exercises. Sometimes saying that you are a little nervous to the interviewer can be a good ice breaker and you might find once you say it your nerves aren’t as strong. Nervousness is natural in a job interview and almost all candidates will have a moment of self-doubt during the interview.  The trick is to project self-confidence and show your interviewer that you are the right person for the job. Our tips should help you believe in yourself and your potential employer to believe in you too!