* Share your eye contact. While you may wish to focus your attention on the person who asked you the question, be sure to include everyone in your eye contact as you answer.
* Stop. Think. Talk.  Better to take a five-second pause and think of a good answer than to just start talking and hope that your brain catches up.
* Please stop saying “good question.”
* If you are prone to uptalk or vocal fry, please be aware that these vocal tendencies tend to irritate people from older generations.
  + Record yourself answering practice questions and see what I mean.
* No white socks.
* Take it easy on the cologne/perfume.
* No plunging necklines.
* Keep your hair out of your face.
* Why did you bring a drink?
* Why don’t you have a portfolio and a pen?
* Don’t assume that we’re shaking hands – read the room before you decide. If they’re interviewing dozens of people, they probably don’t want to shake hands with you.
* Yes, we’ve read your application.
* Keep all answers under 1 minute. Preferably under 30 seconds. Set the alarm on your phone for 1 minute and talk continuously. See how long that is?
* Stop shaking the chair.
* Stop swiveling the chair.
* Lean forward.
* But not that far.
* Unbutton your jacket when you sit down.
* Wear minimal jewelry, and if you do wear something noticeable, prepare to have a conversation about it (e.g. a pendant, pin, class ring).
* Iron your clothes.
* Take the time to find a jacket that fits. You can go to a Goodwill in a nice neighborhood and find high-quality clothes. No neck gaps!
* Don’t talk so loud – this is a small room.
* If you say ‘like’ or ‘well’ again, I’m going to hit you with my pen.
* Stop your answers just short of where you think you should. Resist the urge to add on. Ask them “does that answer your question?” But don’t do that every time.
* It’s OK to say “I don’t know.” But not to every question.
* Don’t assume you know what I want you to say. Be honest, be firm, and stand by your convictions. We can disagree – it’s not fatal.
* If you did not hear or did not understand the question, ask them to clarify before you answer.
* Nice variations on “I don’t know” is “I’m not that familiar with X, but what I do know a lot about is Y” OR “I’m afraid that I don’t know a lot about X, but this is what I would do to learn:”
* I can tell everything that I need to know about you from your shoes. Make sure that you are wearing comfortable ones – both literally and metaphorically.
* Smile.

Students who want to record responses to interview question prompts and review the content of their responses and/or practice new vocal and body language habits can use an app like Vidcoach:

Apple: <https://itunes.apple.com/us/app/vidcoach/id645391520?mt=8> [1]

Android: <https://play.google.com/store/apps/details?id=com.VidCoach.myapp> [2]

Although the app was developed with the autism spectrum in mind, it works for anyone who is building interview skills and confidence.