

The No. 1 Key to Effective Verbal Communication is CONFIDENCE

The simple fact is the more confident you are, specifically in relation to your abilities, experience, and personal qualities, the more comfortable you will be talking to the interviewer about those things.

Improve your confidence by focusing on the following three areas:

1. Knowledge of YOU

This refers to knowledge of your past work *and* personal experiences, your prospective employer, and the responsibilities and expectations of the new opportunity you are pursuing. Review your past experiences as you have prepared them in your credentials so that you are comfortable with those experiences. You should be able to elaborate freely on each of them, if needed. Review your company and job research to solidify your understanding of the company and the specific job opportunity. If you've done your homework, you just need to study and review prior to your interview. If you have a solid grasp of the details of the company the job expectations and your credentials, no one can raise a question or give you a challenge you can't handle. Knowledge will bring ironclad confidence to not only discuss these topics during an interview, but also to feel comfortable answering any questions.

2. Preparation

You have to believe that your next interview is going to provide you the opportunity you've always wanted. That means your next job interview could be one of the most important events of your life. When you get this next job, it's going to provide the financial and career benefits that you have worked so hard to achieve. Believe it and prepare accordingly. The more you prepare, the more confidence you will have and the more successful your interview will be. You may not have another chance. You are the expert on YOU and everything related to YOU. You have to believe this and believe in yourself. Prepare, practice, and walk into that interview with the confidence that you are truly the best person for the job.

3. Practice, Practice, Practice

If you want to be a great golfer, you practice. If you want to be a great musician, you practice. If you want to be a great interviewer, and impress your prospective employer to hire you, you also have to practice. Assume nothing and practice everything. Practice builds confidence and confidence facilitates effective communication. Interview role-playing with a friend, family member, or associate is a great way to facilitate your preparation.