How to keep your cool during interviews

The anxiety you may experience in an interview could possibly be used to energise you during the interview. To find out how, follow these tips and learn how to keep your cool.

Prepare well beforehand

• Research and familiarise yourself well with the organisation

• Predict possible questions that may be asked of you and formulate answers

Practise hearing your own voice

• Talk and offer opinions to groups of friends/ work colleagues and family about topics of interest

• Practise interviews in front of friends/ mentors or in front of the mirror

Use ‘grounding’ or ‘centering’ techniques to help overcome your nerves

• Try deep breathing, meditation or imagine a pole or ray of light going through your body and attaching you to the ground

• Visualise yourself being confident and successful

• Remember that often people on interview panels are also nervous about their role
Give yourself permission to talk about yourself
• You may not have the opportunity very often
• Don’t be too critical of yourself

Pretend you are acting in a play and this is your role
• Your personality will still come through
• Avoid being too introspective (analysing your performance), especially during the interview

Prior to interview, practise this breathing technique
• Breathe in and hold for 3 second
• Breathe out with a sigh
• Let your shoulders drop and go loose
• Let your face relax
• Say relax to yourself as you breathe out

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