

BODY LANGUAGE

Source: Arbeitsgemeinschaft Wirtschaft und Schule (May 2007)

HR managers are trained to pay attention to the applicant's body language, which might disagree with their statements.

Your appearance (clothes, posture, gesture, facial expression) make up 55% of the impression you make on somebody else, your voice accounts for 38% and the statements you say for 7%. So your body language and the signals you send unconsciously are very influential when marketing yourself.

DOs

Body Language

Meaning

Glances

- | | |
|---|--|
| <ul style="list-style-type: none"> • eyes are opened widely • straight glance • frequent eye contact | <ul style="list-style-type: none"> • attention, receptiveness, sympathy, signalizes open-mindedness • openness, pure conscience, trust |
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Facial Expression

- | | |
|---|---|
| <ul style="list-style-type: none"> • open smile/enthusiasm • raising the eyebrows | <ul style="list-style-type: none"> • open serenity • underlines and reinforces what you say |
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Gesture

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| <ul style="list-style-type: none"> • firm handshake without exaggerating • hands lying open and loose on the table • using your hands while talking, e.g. when enumerating things | <ul style="list-style-type: none"> • sincerity, certainty • self-assuredness • openness |
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Posture

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| <ul style="list-style-type: none"> • Calm and upright posture, both feet touch the ground, upper part of the body tilted slightly forward | <ul style="list-style-type: none"> • self-assuredness, interest, sympathy |
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Way of Talking

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|--|---|
| <ul style="list-style-type: none"> • clear voice, not too loud • moderate pace | <ul style="list-style-type: none"> • vitality and self-consciousness • temperament and spirit |
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DONTs

Body Language

Meaning

Glances

- | | |
|---|--|
| <ul style="list-style-type: none"> • oblique glance • frequently looking away | <ul style="list-style-type: none"> • distance • awkwardness and lack of sympathy |
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Facial Expression

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|--|---|
| <ul style="list-style-type: none"> • corners of the mouth go down • raising the eyebrows | <ul style="list-style-type: none"> • bitterness, pessimism, depressive • incredulity or arrogance |
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Gesture

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| <ul style="list-style-type: none"> • exaggerated handshake • flabby handshake • crossed arms or hands • touching the nose, holding hand in front of the mouth, frequent taking off of glasses, running hair out of your face, scratching your head • fiddling around with your hand (ring, biro,...) | <ul style="list-style-type: none"> • recklessness, showing off • insecurity, easy to influence • rejection, closeness, fear • awkwardness, insecurity, unease • nervousness, insecurity |
|---|--|

Posture

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|---|---|
| <ul style="list-style-type: none"> • shrugging of your shoulders • sitting on the edge of the chair in a kind of "alarmed" position • putting feet around chair legs • rigid, military-like posture | <ul style="list-style-type: none"> • helplessness • lack of self-consciousness and security, suspiciousness, fear • insecurity, looking for hold • suppressing fear |
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Way of Talking

- | | |
|---|--|
| <ul style="list-style-type: none"> • low, whispering voice • fast pace • weak accentuation | <ul style="list-style-type: none"> • weakness, lack of self-consciousness • nervousness • indifference, lack of flexibility |
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