

It is so easy to get carried away when an interview is going so well. But it is vitally important to know when to stop talking. Some believe that you can never say too much, but quite the contrary, you can! You could even talk yourself out of a job if you're not careful. So how do you know when is enough and how can you prevent yourself from talking too much?

### **Pay Attention to Non-Verbal Language**

This is a very important aspect of determining when enough has been said. You will get the necessary cues from the interviewer and/or any other person that may be in the room at the same time. It is very necessary to pay attention to facial expressions, body language and voice pitch. You will be able to tell by the way your interviewer is speaking if he or she is annoyed or bothered by you talking too much. A good example of this is a subtle but apparent deep inhalation of breath followed by his or her clearing of the throat. This is an evident sign that he or she is annoyed. That is your cue to stop talking. Also another sign is when his or her facial expressions change noticeably. You know which ones those are. Those expressions are the ones that send chills up your spine. Again, stop talking right away when you notice this change

### **Listen Before You Speak**

Always listen carefully to every statement and every question. Take the time to carefully think through your answer before you speak. Some interviewers want to hear the answer to their question and nothing else. Do not add any extra information if you have noticed that your interviewer is asking straight-forward and to-the-point questions. This will annoy the interviewer and more than likely decrease your chances of getting the job. In the interview, making a good impression is what is important. You do not want to be remembered as the talkative applicant, so if your interview situation calls for it, be short and to the point and allow the interviewer to take notes on your responses.

And this is where allowing silence between answers come in. The interviewer needs time to record his or her notes on your responses. If you break this precious silence with more unnecessary chatter, this will distract the interviewer and prevent him or her from taking accurate response notes. So relax and allow for the silence between your responses.