

Module 3, Kit 1

Assessing Someone Through Body Language

Task 1: Interview with your classmate to hire him/her to your company and try to read his/her body language. You can use the chart on task 3 to assess. You may ask:

1. Can you tell me a little about yourself?
2. How did you hear about the position?
3. What do you know about the company?
4. Why should we hire you?
5. What are your greatest professional strengths?
6. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
7. Why are you leaving your current job?
8. What type of work environment do you prefer?
9. What's a time you exercised leadership?

Then, write a report to chief of staff and describe how s/he use his body language during in your own words. Follow the model:

- **Posture:**
- **Eye contact:**
- **Gestures with hands and arms:**
- **Speech:**
- **Conclusion:**

Task2: read the statements to find out awareness on body language

Does s/he use his/her body language correct?

Our bodies have a language of their own, and their words aren't always kind. Your body language has likely become an integral part of who you are, to the point where you might not even think about it. So, read the statements to find out awareness on body language.

	1 (NEVER)	2 (SOMETIMES)	3 (ALWAYS)
When s/he bored and has no desire, s/he slouchs.			
Turning her/himself away from others if s/he is unengaged or uninterested			
If s/he is lack of confidence and interest about the topic,s/ he avoids eye-contact			
s/he has a habit of rolling her/his eyes			
When s/he is argumentative and defensive, s/he clenchs his/her fists.			
If s/he is anxious, over-energized, s/he fixes hair.			
When s/he is anxious to leave the speaker, s/he can't help but watching the clock.			
s/he stands in someone personal space of someone when we talk.			

If your point is:

1-5: S/he is a body language wizard. Well done! Hire him/her!

5-15: s/he is on the right track, keep up the good work. You may think about getting him/her.

15-28: If s/he uses your body language that way, s/he could be sabotaging career. Pay attention!