\* rub cold hands and if sweated- discreet wipe them before meeting.

\* come in decisive step and greet surely with a handshake.

\* adopt a relaxed position - back straight.

\* don't sit on the edge of the chair.

\*Continuous change of attitude may indicate nervousness.

\* try to sit in a comfortable distance for both persons.

\* keep calm and master breath.

\* keep your feet in the same position.

\* don't gesticulate too much.

\* don't cross your hands on your chest.

\* keep your hands in one place, for example on the thighs or the backs of chairs.

\* look to the employer for a few seconds , naturally and effortlessly.

\* smile when saying goodbye.

\*Shake a hand surely.

\*Behave upright posture.