PRESENTATION Application and Interview Skills
Ice Breaker
“Getting to Know You”
OVERVIEW

1. Complete an application form thoroughly

2. Prepare for an interview and execute it with confidence

3. Present yourself in the best possible light during formal interviews
INFORMATION REQUIRED

- Contact Information
- Education
- Experience
- References
PREPARING YOURSELF

There’s a lot of competition for jobs and placements so remember:

- You are your best salesperson!

- Pay attention to every detail, including what you write, what you say, and how you look.
IT’S ALL ABOUT FIRST IMPRESSIONS!

First impressions are made in 3-5 seconds

“You never have a second chance to make a good first impression.”

–Life’s Little Instruction Book
GROOMING

People should notice YOU

- Good personal hygiene
- Clean nails
- Clothes – clean and pressed

Remember your posture ... and to check in the mirror!
WINNING FIRST IMPRESSIONS

1. Be prepared
2. Make eye contact
3. Smile
4. Energy in your voice!
5. Polite greeting
LET’S PRACTICE!

- Choose a partner
- Decide who will be receptionist and who will be the applicant
- Practice making a great first impression when applying for a position
- Switch roles
APPLICATION COMPLETION

1. Use your prepared paperwork
2. Bring a working pen
3. Fill out the form COMPLETELY!
4. No blank spaces
5. Take your time
JOB INTERVIEW

DOs...

- Do make eye contact
- Do smile
- Do give an appropriate greeting
- Do give a firm handshake
JOB INTERVIEW

DON’Ts...

- Don’t sit down until invited
- Don’t use first names unless invited
- Don’t show nervousness or boredom
- Don’t discuss sensitive topics
- Don’t ask about salary or benefits
INTERVIEW QUESTIONS
This is the interviewer’s chance to get to know you!

- Why should I offer you the position or placement?
- What is your greatest strength/weakness?
- Why do you want to work here?
- Have you ever been fired or removed from a project?
Let’s Recap
YOUR QUESTIONS...and exit

You can ask questions too!

- Who would I report to?
- What are the job duties?
- How many people would I be working with?
- Does my department work closely with other departments?

And don’t forget to say...“THANK YOU!”
THANK YOU!