



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

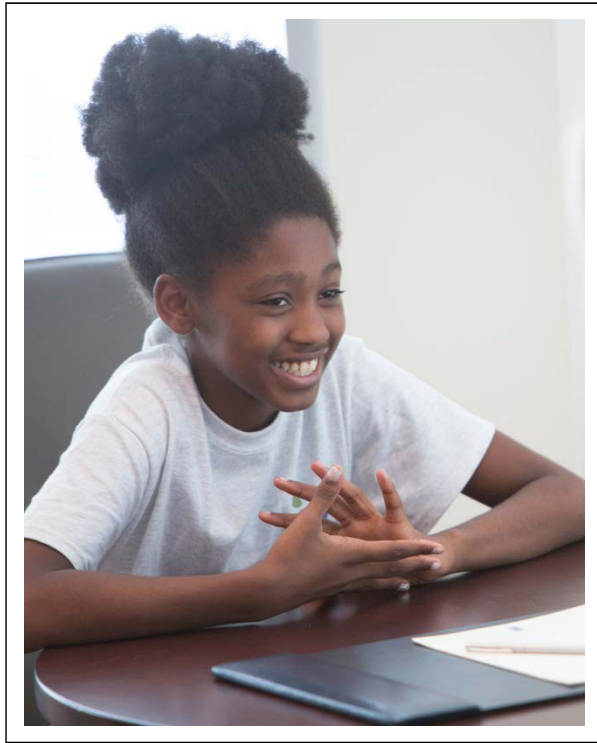
GROOMING

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!

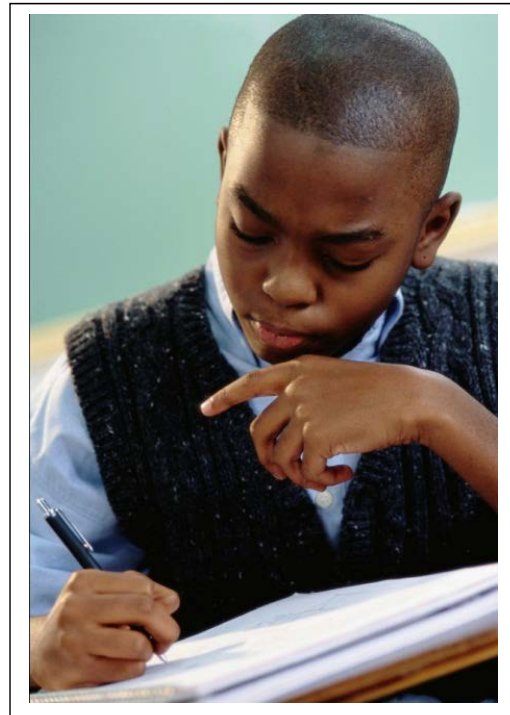
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Polite greeting

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?



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!

