

Interview Preparation – Opening and Closing Statements

The interview will usually be conducted in three stages:

1. The Opening Statement
2. A Series of 5-10 Questions
3. The Closing Statement

Of these three, by far, the opening statement is the most crucial. It should consist of a memorized speech conveying your education, background, and experience. The most effective opening statements are those that formulate these concepts within a time- frame starting with educational achievement, background (i.e. work history), and a demonstration of the skill sets that qualify for the position.

The speech should be somewhere between three to five minutes in length. All qualifications mentioned in the opening statement should be backed by specific examples. Your opening statement should make an effort to emphasize your individual qualifications that are relevant, if not specific to the skill sets required for the position for which application is being made.

Remember, the opening statement is your opportunity to define yourself on your terms outside of the limited parameters of the question format. The stronger and more comprehensive your opening statement is, the less probing the questions will be that follow. **Most interviews are won or lost on the competency of the opening statement.**

Tip:

A great way to judge the effectiveness of your opening statement is to try it out on someone. After you have developed what you feel is a strong opening statement, ask a neighbor, co-worker or someone in your community who you trust to give you a few minutes of their time, for some honest assistance. Recite your opening statement to them and then ask the question: Who am I, and what are my qualifications? Their answer will give you crucial feedback on examining how effective your opening statement is. It will also show you whether or not your words are conveying the message you want others to perceive.

The final part of the interview is the closing statement. It is normally asked in the context of “Is there anything else you would like to add...” This is your opportunity to revisit any portion of the questions asked to you previously. So for example, if you were uncomfortable or incomplete in a previous answer given to the panel... this is your opportunity to recover. You can respond by saying for example:

“Yes, there is something I would like to add. When you asked me earlier about what factors I considered when prioritizing my daily tasks, I think it’s important for you to know that I forgot to mention the following...”

Sample Strong Opening Job Interview Statements

Steven A. Trotter, Chris Stevenson



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A Manager's Guide to Hiring the Best Person for Every Job DeAnne Rosenberg, 2000-04-24 A Manager's Guide to Hiring the Best Person for Every Job Using the Master Match Matrix™ How to structure the interview Effective questioning techniques Understanding the candidate's personality type Hiring and retaining great employees shouldn't be left to chance In today's competitive job market hiring top employees is absolutely critical Mistakes could be costly for the company that wants to stay ahead Yet most managers no matter how skilled continue to give short shrift to interviewing job candidates as if they're letting fate not expertise make their hiring decisions Now there's a comprehensive how to guide for hiring accurately the first time around A Manager's Guide to Hiring the Best Person for Every Job is a step by step intelligent strategy guide to hiring and retaining the best job candidates Chock full of the most valuable interviewing tools and techniques ever packed into a single volume A Manager's Guide walks both new and seasoned managers through the 40 minute interview pointing out highlights and pitfalls along the way With more than 800 sample open ended questions and a unique interview dialogue with play by play commentary A Manager's Guide gives you tips that will get you past the traditional pat answers and interviewing superficialities and right to the heart of the interview You'll learn Why traditional methods of interviewing are the least accurate predictors of future job performance How to structure the interview so you're in control Which abilities are most important to a candidate's long term success How to read body language and probe for the real story How active listening can save your company thousands How to use the Master Match Matrix™ to identify the trade offs among competing candidates How to avoid legal problems and pitfalls in the hiring and firing process A Manager's Guide to Hiring the Best Person for Every Job gives you a practical interviewing strategy that generates superior results For minimum time investment with maximum return on payroll dollars you can't beat this book *The 310 Job Interview Questions Answered Plus How to Prepare Answering Questions* Gyan Shankar, 2020-10-19 This revised and updated guidebook is for students engineers freshers as well as professionals to help them prepare for interviews for technical and non technical roles in a wide variety of career areas The book pinpoints what employers are asking with every question and more importantly what they want to hear in response At the outset it has a complete list of 310 questions The book has multiple answers and tips to a wide spectrum of questions respectively Open Ended Behavior Situation Job Fitness Why you should be hired Target Job and Employer Management Teamwork Goals Stability Qualification Joining leaving Interrogation Aptitude Salary IT and The Final Questions This guide will prepare you to leverage the trickiest questions to your advantage This concise and accessible guide offers practical insights and actionable takeaways By the end of this book you will have gained enough knowledge to confidently pass a job interview and succeed in your career The author is a former HR Head a head hunter a management consultant a faculty and an author He has years of experience in directly interviewing candidates for hiring from entry level to higher up positions for many companies His books on interviews group discussions management career and self help are

highly acclaimed He holds Master s Degrees and Post Graduate Diplomas i e MBA PGDBM FWOE PGD HRD and MA double

100 Revealing Questions to Uncover the Best Candidates: The Ultimate Interview Guide Shu Chen Hou, Interviews are often the most significant element in selecting a candidate for a position Conducting effective interviews can be daunting but with the right questions asked interviewers can gain invaluable insights about a person s personality work experience and skillset This guide aims to provide an exhaustive list of 100 interview questions that can help interviewers conduct successful interviews and make informed hiring decisions The questions are divided into various categories such as general inquiries technical queries behavioral queries and situational inquiries By following this guide interviewers can customize their questions to meet their individual needs and objectives By asking the appropriate questions they will gain more insight into a candidate s abilities work style and potential fit within the company We hope this guide will be a helpful tool for interviewers looking to conduct insightful and effective interviews ultimately selecting the ideal candidate for the job *Workshop*

Manual for Hiring Only The Best Kabindra Sharma, In order for managers to achieve the goals established for their groups and organization they must be able to select and hire employees who will be strong performers It requires a very strategic systematic and well executed recruiting interviewing and hiring process Being an effective manager is a lot easier when the people you have working for you are top performers But what happens when you lose a top performer to another company when they change jobs internally or when growth requires you to hire additional people How do you respond to this challenge Do you have candidates in your sights that you can begin recruiting or do you have to start from scratch Your team is like a finely tuned machine that depends on a few but highly critical parts If any components are missing it makes a huge difference in performance It is critical to replace missing components very quickly *Fitness Facility Management* Steven A. Trotter,Chris Stevenson,2024-09-30 Fitness Facility Management provides an in depth look at the challenges and rewards of managing contemporary health and fitness facilities including boutique and corporate facilities campus recreation centers community recreation and franchised fitness clubs The Nonprofit Manager's Resource Directory Ronald A.

Landskroner,2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants

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collaboration and electronic commerce *Great Answers to Tough Interview Questions* Martin John Yate, 2008 This new edition of the best selling job hunting book of all time should be your essential companion if you are looking for a job Dealing with the whole process from creating an outstanding CV and answering the most dreaded interview questions to negotiating a salary it is suitable for job seekers at any stage of their career Great Answers to Tough Interview Questions is full of examples of tough questions that interviewers like to throw at you showing you how to answer them in a way that will advance your application and help you to secure your dream job **CLEP Principles of Management** John R. Ogilvie, 2005-12 REA Real review Real practice Real results An easier path to a college degree get college credits without the classes CLEP PRINCIPLES OF MANAGEMENT with TESTware Includes CD with timed practice tests instant scoring and more Based on today's official CLEP exam Are you prepared to excel on the CLEP Take the first practice test to discover what you know and what you should know Set up a flexible study schedule by following our easy timeline Use REA's advice to ready yourself for proper study and success Study what you need to know to pass the exam The book's on target subject review features coverage of all topics on the official CLEP exam including operational and functional aspects of management human resources contemporary topics and more Smart and friendly lessons reinforce necessary skills Key tutorials enhance specific abilities needed on the test Targeted drills increase comprehension and help organize study Practice for real Create the closest experience to test day conditions with the book's 2 full length practice tests on REA's TESTware CD featuring test taking against the clock instant scoring by topic handy mark and return function pause function and more OR choose paper and pencil testing at your own pace Chart your progress with full and detailed explanations of all answers Boost your confidence with test taking strategies and experienced advice Specially Written for Solo Test Preparation REA is the acknowledged leader in CLEP preparation with the most extensive library of CLEP titles and software available Most titles are also offered with REA's exclusive TESTware software to make your practice more effective and more like exam day REA's CLEP Prep guides will help you get valuable credits save on tuition and advance your chosen career by earning a college degree *The Oxford Textbook on Criminology* Stephen Case, Steve Case, David Manlow, Philip Johnson, Kate Williams, Roger Smith, 2021 The Oxford Textbook on Criminology has been developed by a team of experts to equip you with the knowledge confidence skills and enthusiasm you need to achieve your full potential as a criminologist Back cover *Qualitative Research* Johnny Saldana, Matt Omasta, SAGE Publications, Inc., 2021-01-10 Qualitative Research Analyzing Life Second Edition presents a fresh approach to teaching and learning qualitative methods for social inquiry one that focuses on analysis from the very beginning of the text By exploring qualitative research through a unique analytic lens then cumulatively elaborating on methods in each successive chapter this innovative work cultivates a skill set and literacy base that prepares readers to work strategically with empirical materials in their own fieldwork Johnny Salda a and Matt Omasta combine clear accessible writing and analytic insight to show that analysis in its broadest sense is a process undertaken throughout the

entire research experience The Second Edition provides a number of updates including more on digital materials and methods including sentiment analysis of social media data and ethics in social media research Resources for instructors and students are available on a website to accompany the book

100 Top Internet Job Sites Kristina M. Ackley, 2000 Going beyond listing popular job posting sites this book also helps career seekers explore Internet opportunities for career assessment networking and company research

The Public Speaking Playbook Teri Kwal Gamble, Michael W. Gamble, 2022-12-08 The Public Speaking Playbook coaches students to prepare practice and present speeches whether in the classroom public sphere or in a virtual setting Authors Teri Kwal Gamble and Michael W Gamble employ an interactive approach to building skills through various exercises that allow students to practice and improve their public speaking Features such as objectives coaching tips and new self assessments in each section further aids student success and reinforces key competencies The Fourth Edition makes this text more relevant timely and engaging with increased coverage of recent events and a focus on improving virtual presentation skills This title is accompanied by a complete teaching and learning package Learning Platform Courseware SAGE Vantage is an intuitive learning platform that integrates quality SAGE textbook content with assignable multimedia activities and auto graded assessments to drive student engagement and ensure accountability Unparalleled in its ease of use and built for dynamic teaching and learning Vantage offers customizable LMS integration and best in class support It s a learning platform you and your students will actually love Select the Vantage tab on this page to learn more Assignable Video with Assessment Assignable video available in SAGE Vantage is tied to learning objectives and curated exclusively for this text to bring concepts to life Watch a sample video now LMS Cartridge Import this title s instructor resources into your school s learning management system LMS and save time Don t use an LMS You can still access all of the same online resources for this title via the password protected Instructor Resource Site Select the Resources tab on this page to learn more

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concepts enabling them to become better managers and more effective leaders

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