

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

Terry C. Jones



Sample Strong Opening Job Interview Statements:

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

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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 Craig's Essentials of Sonography and Patient Care - E-Book M. Robert deJong, 2017-09-28 Providing a solid foundation in sonography Craig s Essentials of Sonography and Patient Care 4th Edition prepares you to succeed in the classroom and in practice Divided into two parts this updated text first describes the origins and evolution of diagnostic medical sonography defines important terminology and provides proven study techniques such as note taking effective listening and test taking strategies The second section prepares you for the clinical environment covering topics from the sonography perspective such as taking a patient s vital signs safety considerations body mechanics patient transfer infection control emergency procedures and assisting patients with special needs Additionally survival skills throughout the text seek to build students problem solving skills to help them adjust both academically and in the clinical setting UPDATED JRC DMS content ensures you are up to date on the latest standards The only text devoted entirely to entry level students provides a foundation of essential knowledge ensuring your educational and professional success Step by step presentation of patient care in a sonography setting teaches you how to perform basic medical techniques and interact with patients Safety Issues chapter explains how to scan with proper scanning technique and posture to avoid repetitive motion musculoskeletal injuries Note boxes add

information on applying concepts to the clinical setting Objectives and key terms introduce each chapter's important content Chapter summaries simplify study and review by recapping the most important points Glossary of Spanish phrases covers common instructions for better communication with Spanish speaking patients HIPAA information provides the knowledge that you will need to comply with federal law NEW Coverage of aseptic and non aseptic infection control techniques prepares you to work with patients in the clinical environment NEW Inclusion of critical thinking survival skills help you to adjust your problem solving skills both academically and in the clinical setting NEW Expanded accreditation section guides you through the full process in detail NEW Full color design helps break up content and bring it to life

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 to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

Practical Business Communication Emma Sue Prince, 2017-06-13 This hands on book will equip your students with the tools needed to be effective communicators in the workplace It increases students awareness and understanding of how their brain works and how it interprets information thereby helping them to process information more effectively and create stronger relationships and networks Chapters take students through all the core areas of communication from face to face encounters and email to

social media and online conferences and contain top tips and activities throughout Practical Business Communication is an essential resource for students of all disciplines looking to boost their communication skills

Job Interviews For Dummies® Joyce Lain Kennedy, 2011-02-09 Job interviews are crucial meetings that seal the deal on who gets hired But since the previous edition of Job Interviews for Dummies was published everything about the interview process has changed in ways you need to know about and get comfortable with beforehand This completely revised and updated 3rd Edition brings you fully up to speed with the latest technological changes interview strategies and negotiation techniques to help you give a show stopping performance and land the job of your dreams You learn the secrets of successful Internet video interviewing and find out how to present yourself on a global scale And you ll get plenty of expert advice on giving targeted responses pinpointing the critical parts of questions and following up on the interview In this outstanding handbook of contemporary interview arts you ll discover how to Out prepare the competition Overcome your fear of interviewing Ask smart questions about the job and the employer Give the best answers to make or break questions Fit your qualifications to the job s requirements Dress like an insider Survive personality tests Interview across cultures Deliver a show stopping interview performance Evaluate a job offer Negotiate a better salary Whether you re fresh from the classroom a prime timer over 50 or somewhere in between Job Interviews For Dummies 3rd Edition gets you up to speed fast on the skills and tools you need to land the job you want *Step-by-Step Resumes For All Construction Trades Laborer and Contractor Positions* Evelyn U. Salvador, 2020-05-15 Book Delisted

Network World, 1997-12-08 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

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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

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