

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

Michael Brown



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 *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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