

# How to present yourself in an interview

by Dmitrii Plyukhin



# Headlines

Plan to articulate how you meet the employer's needs



Four ways to get ready for the big day



Put together your Interview Tool Bag



Be your most authentic professional self



Follow other interview do's and don'ts



# Plan to articulate how you meet the employer's needs

When you've got an interview you will want to review your cover letter and resume – pay close attention to the qualifications and job duties – these are essentially lists of the employer's needs.

For each qualification or duty, identify a skill that the employer is asking for.

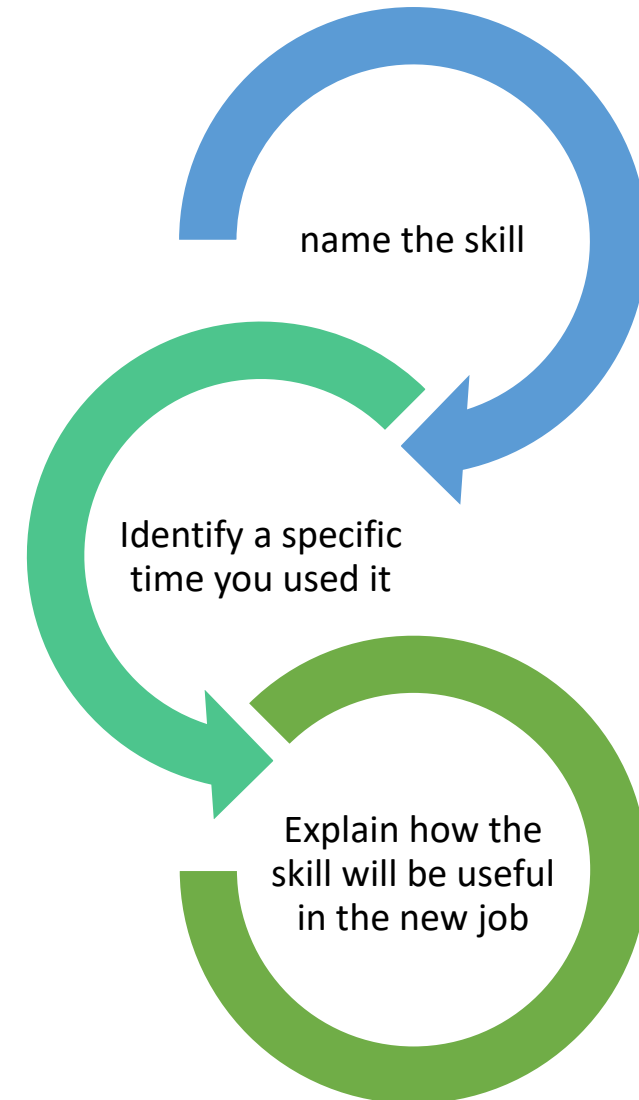
# Plan to articulate how you meet the employer's needs

Example: if your job duty is “**recruit volunteers**”, related skills may include:



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Your task, is to prepare anecdotes about a specific time that you used these skills. You can use a format recommended by **Pam Rechel** at **Brave Heart Consulting**:



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# Four ways to get ready for the big day

## Research the organization

What is their mission?

What is the geographic scope of the organization?

How is it funded?

What buzz words do you notice when you read the organization's website?

# Four ways to get ready for the big day

## Type up talking points

Bring your notes, additional copies of your resume and work samples to leave behind a neat padfolio.



# Four ways to get ready for the big day

## **Figure out how to answer common interview questions**

Tell me about yourself. Don't assume that hiring team remembers the details of your resume; summarize your accomplishments, work and passions in a few key sentences.

Why do you want to work for our organization?

Why do you want this position?

What are your strengths and weaknesses?

Can you tell us about a time you used the skills necessary in this position?

# Four ways to get ready for the big day

## **Prepare your own questions**

When you research the organization and position, write down unanswered questions that arise for you and ask them during the interview.

Ask about the context and history of the position, what daily tasks and activities are involved, how the position is managed, what the rest of the hiring process looks like, and anything else you're curious about.

Plan to ask the most important questions – like how does the open position help the organization fulfil it's mission – as early as possible during the interview.

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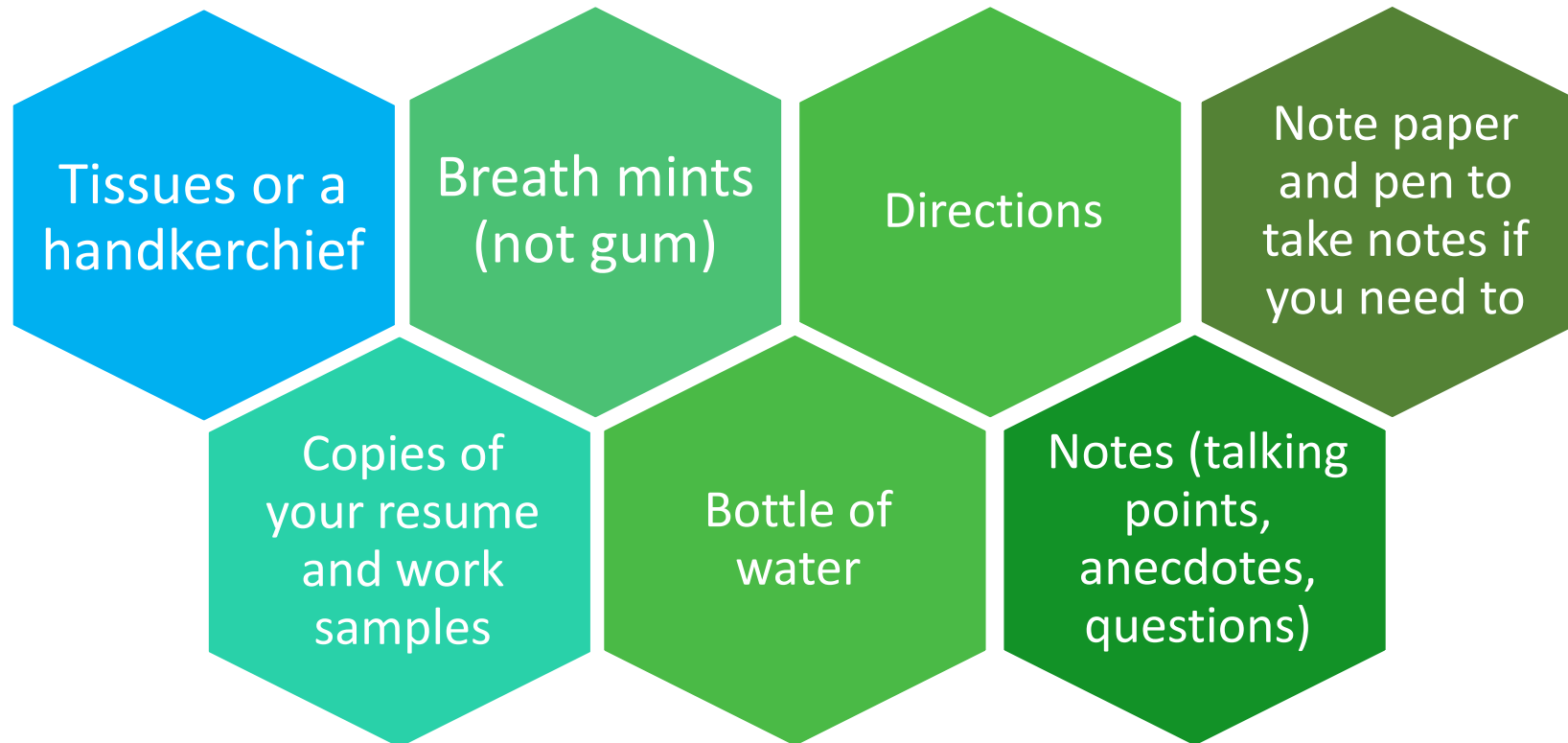


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# Put together your Interview Tool Bag

Don't leave bag-packing to the last minute. Prepare your Interview Tool Bag the night before the big day:



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# Be your most authentic professional self

Pay attention to the signals that your body language and eye contact send to the hiring team. It's okay to be a little nervous (and even to show it – it means you care!). But try to relax and be yourself. Let your personality shine so that the hiring team glimpses who you truly are. If you have a sense of humour, use it to chuckle (appropriately, of course).

# Be your most authentic professional self

Your hiring manager may ask questions that seem trivial – for example, questions about a foreign country mentioned on your resume, or about pets. In fact they may be attempting to get to know you better on a personal level, to find out whether you will be someone they'd like to see in their office everyday.

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# Follow other interview do's and don'ts

## DO

arrive a few minutes early

remember the names of the hiring team

ask for clarification if you don't understand a question

answer the questions you're asked as best you can

pause if you need time to think

send a thank-you note or e-mail as soon as possible that addresses specific and relevant issues you discussed during the interview

# Follow other interview do's and don'ts

DON'T

assume that the hiring team remembers your resume

talk incessantly

discuss salary and benefits if you can avoid it (till you get the job offer)

beg for the job

wear strong scents

dress or behave too casually

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Thanks for your time

