



tips for:

**INTERVIEW  
PRESENTATIONS:  
BEFORE, DURING AND  
AFTER**



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It's no secret that today's job market is a competitive place. Often, there can be many people competing for the same job. The key to landing the position you want, is showing that you are the best candidate for the job. While being your authentic, true self is often said to be the ticket to landing the role, there are things that companies traditionally will look for in an interview to convince them you are the best candidate for the position they have to fill. Many companies today use interview presentations to determine who the best candidate for the job will be.

So let's take a deep breath and get ready to ace that interview presentation...

# Before

- Research the company you want to work for and get some background information on who they are, what they do, what is important to them, and how they operate. Understand the company before you apply for a job.
- Create a list of great references who will vouch for your ability to do the job right. You would be surprised how many jobs check the references provided.
- Prepare a CV that fits on 1-2 pages. Be sure to print a few extra copies in case there are a few people in the room during the interview presentation process. That way each person has a copy.
- Prepare any materials that you want to bring as part of your working portfolio to share during your presentation.
- Select a business casual outfit that looks mature and professional but nothing that is overly flashy. Conservative is best for the presentation process.
- Turn off all electronic devices so they do not interrupt your presentation.



# During

- Arrive 15 minutes early to ensure you have time to set up your presentation. This shows that you respect the time of the people who are taking their time to attend your presentation and consider you for the position.
- Introduce yourself before you begin your presentation. State your full name and thank everyone for taking the time to listen to your presentation.
- Proper eye contact with the audience throughout your presentation shows that you are aware of the people listening. By doing this you are engaged with the audience and are speaking directly to them as a collective group.
- Practice good posture throughout your presentation. It shows confidence and composure.
- Speak formally and properly. "Yes" instead of "Yeah" or "No" instead of "Nah".
- Be sure that all visuals you have prepared for the presentation are professional looking and free of any grammar, spelling, or punctuation errors.
- Leave a few moments at the end of your presentation for questions that anyone may have.
- When asked questions, take a few seconds to answer. This shows careful consideration of the question and shows you put thought into your answers.
- Answer questions about your presentation directly, honestly, and thoroughly, however, don't overemphasise each point. Get to the point and be thorough.
- Warmly thank everyone for their time and for attending your presentation when you are through.

# After

- Inquire when you will hear back about the job you made a presentation for. Will it be a few days or a week or, two before they know who is being hired for the position? This lets you know when you are likely to get that phone call, so you don't spend entire days sitting next to the phone waiting for it to ring, only to be disappointed when it doesn't.
- Follow-up the presentation process with a hand-written thank-you note to each individual or the group of people who took the time to consider you for the position. Again, reiterate your interest in the position to show you are still very interested in the position and what the company has to offer you.
- If you are not hired for the position you can use it as a learning experience. Ask the attendees of your presentation if there was something you could improve next time, to be more likely to get the position.
- If you are the one that is hired for the job accept the position politely and express your satisfaction with the position you have received. When that phone call comes to accept the job, something as simple as, "Yes, I accept the position thank you very much for this opportunity!" will suffice.

