

## 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

**Kendall Blair**



## **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 Brilliant Questions For Great Interviewers Dee Walker, 2012-07-09 Have you ever hired the wrong person Ever felt under prepared and the interview has ended up as a chat Lost for words and not sure what to ask next Hiring the right person for the job is crucial in any business Brilliant Questions for Great Interviewers is designed to help you find the very best candidate for the job You'll learn the best way to source candidates select them for interview and interview well You'll gain the confidence to keep asking questions until you have ALL the information you need and will never be stuck for a question again As interviewing will occur around your every day work schedule there will be tips on how to make the best use of your time with easy to use summaries and plans for quick reference For those that do not have a Human Resource team to call upon it will include how to assess what the job involves and how to determine the candidate requirements BRILLIANT OUTCOMES You'll be able to identify what the job involves identify what experience and skills the candidate must have and those that will be useful but not essential source candidates short list for interview interview and get the information needed to make an informed decision understand the legal aspects to ensure they are not prejudiced in their selection save time and money in the process and by hiring the best

candidate have a battery of brilliant questions      Job Interviewing For Dummies Pamela Skillings,2023-10-26 Boost your confidence ace your interview and get the job Job Interviewing For Dummies will teach you how to prepare for your next job interview deal with tough questions and gain the tools and skills to interview with confidence and poise This book offers a structured step by step approach for succeeding in virtual and in person interviews You ll find information strategies and examples to empower you to present your best self to potential employers Learn how to anticipate and prepare for the most likely questions regardless of your level or industry and be prepared for anything an interview on short notice explaining gaps on your resume changing careers and beyond With examples and stories from the interview trenches this friendly Dummies guide will help you breathe new life into your job search Gain the poise you need to own the interview room or the video chat Brush up on your interview skills if you haven t done this in a while Come prepared with impressive answers and questions to ask Overcome common challenges like resume gaps This book is for anyone interested in finding a new job or helping others in their job search With Job Interviewing For Dummies be prepared to hear yes more often      *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      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

**Hiring M&E Staff: Guidelines and Tools for Locating and Hiring Strong Monitoring & Evaluation Candidates** Clara Hagens, 2008-12-19

**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

**The Most Important Questions to Ask on Your Next Job Interview** Kendall Blair, 2007 You have brushed up on the tough interview questions You have covered every area of your resume including that three month unemployment gap and you have studied up on the company But there is one more thing you may not have thought of some questions you want to ask in your interview Many prospective employees do not realize or forget that the interview process is a two way street When the formal interview is over and the interviewer asks if you have any questions now is the time to distance yourself from the competition You should be asking questions to determine whether you would be happy in the position or with the company but you need to ask the right questions The questions you ask will help show what you can contribute to the organization They also can help you figure out if you want this job In this groundbreaking new book you will find over two hundred of the RIGHT kinds of questions to ask You will be able to stand out from the others competing for the job and gain valuable insight into what working for a company would be like Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president's garage Atlantic Publishing has grown to become a renowned resource for non-fiction books Today over 450 titles are in print covering subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or companies discussed

*Best of Five MCQs for MRCPsych Paper 1* Lena Palaniyappan, Rajeev Krishnadas, 2008-11-27 Following hot on the heels of the launch of the new syllabus and new MRCPsych exam in Spring 2008 by the Royal College of Psychiatrists this book contains 450 multiple choice questions tailored to these requirements Supporting these MCQs and detailed explanatory answers and revision notes Content is closely matched to the exam

**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 *Job Interviews: Top Answers To Tough Questions* Lees, John, 2012-07-01 I would recommend this book for anyone who is anxious about interviews or who wants to improve their interview performance Phoenix May 2012 In a tough market with strong competition for just a handful of roles you need to be the best on the day Only careful preparation and ensuring you match everything you say and do to the specific role employer and even interviewer will position you as a serious contender for the role John once again combines a proven thorough approach with practical tips that will equip you with the skills examples and confidence required to achieve interview success Isabel Chadwick Managing Director Career Management Consultants Ltd John s book is a great asset to anyone who fears the interview process As well as some very practical and useful exercises designed to help capture powerful information and to get you thinking he gives a fascinating insight into the psychological processes making it much easier to understand and put yourself into the shoes of the interviewer John s style is very accessible demonstrating his years of experience and translating it into an easy to read collection of hints tips and guidance I suspect a lot of interviewers will also want to use this book to help them raise their game Kerwin Hack Consultant Director Fairplace Cedar This book is an extremely comprehensive guide on how to succeed in job interviews John takes you backstage into the mind of the interviewers so you can understand what they are thinking and what they really want to know when asking a range of different questions Getting a job interview into today s difficult employment market is a privilege This manual will help you to be much better prepared so that your next job interview becomes a positive opportunity to show what you can really offer not a ordeal to be feared He covers everything from warm up questions to the tricky issue of salary Simon Broomer Managing Director Career Balance John Lees is the career professional s professional the doyen of career experts His books and advice have helped countless numbers of

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[The Idealist Guide to Nonprofit Careers for First-time Job Seekers](#) Meg Busse, Steven Joiner, 2010 The Idealist Guide to Nonprofit Careers for First time Job Seekers is a comprehensive resource for emerging professionals pursuing their first position in the nonprofit sector Whether you are a current student a recent graduate or someone entering the workforce for the first time this book will provide you with indispensable advice relevant strategies and nonprofit specific resources to strengthen your job search Written by nonprofit career experts The Idealist Guide is designed to be easily accessible and convenient to read Amazon.com viewed October 9 2020

[Qualitative Research Methods](#) Sarah J. Tracy, 2019-08-13 QUALITATIVE RESEARCH METHODS THE DEFINITIVE STEP BY STEP RESOURCE FOR QUALITATIVE AND ETHNOGRAPHIC RESEARCH Qualitative Research Methods Collecting Evidence Crafting Analysis Communicating Impact is a comprehensive guide on both the theoretical foundations and practical application of qualitative methodology

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**Handbook of Strategic Recruitment and Selection** Bernard O'Meara, Stanley Petzall, 2013-12-10 This theory based text with unique features that distinguish it from other books in the field The inclusion of a strategic component differentiates it from most other books However the application of systems theory to recruitment and selection sets this book apart While it includes mainstream topics such as interviews job analysis and question

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-05-14 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



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**Textbook of Therapeutics** Richard A. Helms, David J. Quan, 2006 The contributors to this volume deliver information on latest drug treatments and therapeutic approaches for a wide range of diseases and conditions Coverage includes discussion of racial ethnic and gender differences in response to drugs and to biotechnical pediatric and neonatal therapies

Police Intelligence Wayne L. Davis, Paul J. Leslie, Ashley B. Davis, 2023-03-30 Police Intelligence Totality of Circumstances is an essential resource and is designed for any individual who may encounter the field of criminal justice whether the person is a police chief who oversees the department's standard operating procedures a police officer who enforces the law a civilian who is expected to follow the law a lawyer who may challenge an action in court or a judge who will interpret the law This book in part applies math and logic to laws and policies to objectively assess them Laws and policies are written as English logical statements English logical statements can be converted into mathematical logical statements which can be objectively assessed via Boolean algebra Specifically truth tables Venn diagrams flowcharts logic gates and logic circuits can all be used to assess laws policies and proper police actions For example mathematically it is not a glass blue marble means almost the exact opposite of it is not glass not blue and not marble In addition one must consider existential and universal quantifiers conditional statements and subsets to correctly interpret laws and policies Thus it is important for individuals to understand how to mathematically assess English logical statements e g the law because if they do not opponents in court may do it for them This book is important because collecting and understanding information and effectively communicating are vital skills in law enforcement It discusses different reference points for assessing good behavior different lenses of truth limitations of information and assumptions Furthermore it examines a variety of ways to collect and assess information which include interrogation techniques interviewing techniques an interrogatory and a deposition ciphering and deciphering messages body language handwriting analysis job interview questions and crime scene search patterns The chapters present a

methodological reasoning process that is sorely lacking among police agencies and one that is essential for developing critical thinking skills and carrying out orders within legal confines Police Intelligence Totality of Circumstances is an indispensable resource for helping students and officers to collect and assess information Whether it is verbal or nonverbal information ciphered messages or using different bases for numeric communication individuals in criminal justice should learn to think outside the box to collect and understand available information Capturing Talk: The Institutional Practices Surrounding the Transcription of Spoken Language Martha Komter,Helen Fraser,Emma Richardson,Felicity Deamer,Kate Haworth,Debbie Loakes,2024-05-22 Across a range of institutional settings practitioners and professionals are eliciting and capturing spoken talk from clients Sarangi 1998 transcribing that talk and later repurposing the transcripts in place of the original interaction This Research Topic seeks both to shed light on this often overlooked institutional process and to encourage further linguistic input into this area of professional practice Transcription is almost always an institutional practice Park Bucholtz 2009 providing a written record of spoken interaction to be used by another party at a later date in another setting or context There are a number of underappreciated features and consequences of this transformational process which we hope this Research Topic will expose and examine Inspecting the Interview Carsten Junker,2024-09-03 Interviews are omnipresent in scholarship and public discourses They play a crucial role in various spheres from collecting research data to providing persons in the public eye a platform in print and online media Interviews do not only capture a dialogue they provide a framework in which dialogue gets staged As such a framework the interview protocols experiential knowledge and personal experience in certain ways according interlocutors different degrees of authority to speak The volume contributes state of the art research on what conclusions can be drawn from these and further reflections for a general assessment of the interview as method and form it offers fundamental conceptualizations of the interview as a structured and mediated site of knowledge production Theoreticians and practitioners assembled here conceptualize the interview from perspectives in different fields of the humanities and social sciences such as linguistics literary and cultural studies musicology psychology and philosophy Real-World Skills Series: Your First Job Genia Stemper,2021-12-17 Created to appeal to teens and young adults this series helps students navigate the challenges of the real world Our team of experts share their wisdom and offer practical advice to help students deal successfully with everyday problems and situations For Your First Job Jamie the Job Counselor offers advice and teens give helpful tips via texts These relevant and light hearted lessons and tips are sure to make learning essential life skills enjoyable Comprehension questions follow each story and align with Common Core Standards Answers some of the following everyday questions How do I find a job Can I wear shorts and flip flops to my interview Who is FICA and why is he taking my money How do I keep my job And More This contains full color interiors and are editable

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