

The Presentation

Applying for a job is a process and testing can be part of that. But here are a few tips to help you in some of the other stages:

You may be asked to present to your interviewer(s). Prepare ! If you're using a flipchart, write clearly and make the words or images big enough for all the attendees to see. Don't put too much on each sheet. Keep it clear and concise.

When using props, try to involve interviewers as much as possible. Let them have the props while you are running through your presentation. It can often make you feel more comfortable and may engage your audience more.

Never enter the personal space of your audience unless invited to do so, and never walk around the back of them. This may make them feel uneasy. Remember to maintain eye contact with everyone; if you do not, you will lose their attention and it may take a long time to get their concentration back.

Have a very clear structure and stick to it. Your audience may try to throw you by sending a barrage of questions in your direction, but if you have a running order rehearsed you should be able to stay on track.

Introduce yourself. Many people forget this.

Pace yourself. Don't fidget, jangle pocket change or throw your arms around too much. It looks messy and detracts from the message you are trying to deliver.

Ask questions of your audience, and leave enough time at the end for them to question you.