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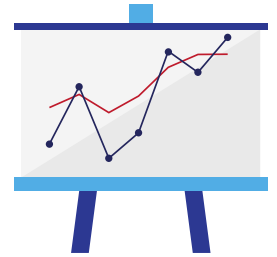
DELIVERING INTERVIEW PRESENTATIONS

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Delivering With Confidence

Presentations at interviews are becoming more common. Depending on the role you are applying for, you may be asked to carry out an assessment or deliver a presentation to test your knowledge and also your skill-set. The position you are applying for may require you to deliver presentations, so this is an ideal opportunity for you to prove you have the qualities to do so.



In order to deliver a successful presentation, confidence is the key. Nerves, a shaky voice, sweaty palms - it's all part of the experience. If it's your first time presenting, or you haven't presented for a while; you're likely to experience these emotions.

Whether you are delivering the presentation in person, over a video communication tool, or on the phone, you will be transmitting vibes that automatically translate to the interviewer. Preparation is key!



Preparing Your Presentation

Preparation is key towards ensuring your presentation is successful. Although that will depend on who is reviewing, you can put yourself in the best position by preparing well. You should dedicate as much time to this as possible. A good presentation will ensure that you have carefully thought about the messages you want to communicate to the audience. This will also help boost your confidence. When preparing, cover these important points:

- find out who you are going to be presenting to
- Research the subject of the presentation
- How long will the presentation be?
- Obtaining the structure of the presentation
- Draft/write the presentation
- Create the presentation slides or document
- Prepare for questions from the audience
- Practice the presentation



Presentating To Your Audience

Another important step towards planning your presentation is coming to terms with the fact that you will be presenting in front of an audience. You can practice beforehand, however, it will only matter on the day of your interview.

Who will you be presenting to? Will they be a hiring manager, future colleague or boss? Once you know who you will be presenting to, it will help you better prepare and select appropriate data and anecdotes to convey your topic. The tone of your presentation is important too. Being relaxed is important, but try to avoid being too relaxed - keep it formal with a level of professionalism.

If you feel particularly nervous, a key piece of advice would be to start your presentation with a question to the audience. This will help break the ice and calm any nerves that you may have.



Obtain A Structure

Setting your presentation out with a structure will provide great benefit. Developing a clear structure will help you stay on point and help your audience follow you.

An intriguing introduction followed by a compelling argument followed with a memorable conclusion will leave you in good stead. As your aim is to impress your interviewers, providing statements backed up with examples, will showcase your skills and abilities. You could even throw in some suggestions and example of how you would solve an issue within the company.

By including example and showcasing your problem-solving skills, you'll be showing your future employer your forward-thinking nature and that you are meeting their needs.

Your presentation is like a story, with a beginning, middle and end. Make sure your interviewers are on for the ride!



Design Your Presentation

Design a presentation that will look as good as it sounds. If you are a confident speaker, you could also benefit from a presentation document. On the flip side, if you aren't a natural speaker, you don't want to rely too much on your presentation slides.

There are various presentation tools you can use (Microsoft PowerPoint in particular) to highlight the key points you want to get across. Ensure each slide is not too complicated and gets your point across. Try to avoid a mix of many colours and ensure the text is easy to read.

A good rule of is to treat each slide as you would a sign on the street - just enough information to catch someone's attention, but not so much that you distract them.

You can send a copy of your presentation to your interviewers after the interview, to serve as a reminder of you and your presentation.



Practice Your Presentation

You now have your presentation slides set, but now it's time to go over them. Practice your presentation at least two days before your interview, as well as the day before. You do not necessarily need to have a script, however, it is important to go over the structure of the presentation and how you'd like to present it.

Go over each slide in detail to ensure you are getting your points across. You can make last minute changes, but by making too many, you may confuse yourself. Some people prefer to practice alone but consider using a few friends as a test audience. It's a good way to make sure your material is clear and easy to understand.

Keep practising till you feel you know your material inside out. This will help you deliver your presentation confidently when it's time.

