

## Presentation and Engagement during Interview

If you consider that for any vacancy there will be at least a few external (and internal) contenders for the job, then it should be your objective to ensure that your discussion is impactful, and that the interviewers leave the meeting with a good and lasting impression.

### Conduct & Presence

***Dress professionally and appropriately*** and arrive 10 minutes before time so you are calm and collected. Whilst dress code may differ between industries, smart business attire would be a basic requirement. Although the interviewer's role is to probe beyond appearances, a good first impression is a good start to any discussion.

***Conduct yourself in an open, professional and friendly manner*** to all parties, not just the interviewers. Remember, the occasion is an opportunity for you to demonstrate your interpersonal skills - the interview may have begun even before you arrived into the meeting room.

***Body language is important.*** Maintain eye contact with all interviewers, keep a good posture and an open presence. Whilst many people start off in this manner, some may become too relaxed once they warm up or defensive when a sensitive topic is discussed. Be mindful.

### Interview Interaction

Remember, you typically have only 45-90 minutes to make a lasting impact. This is where your earlier preparation comes in handy.

***Listen - with your ears and your eyes.*** Be observant not just to the words being said but the emphasis placed on topics and sometimes the interaction between interviewers.

***Let the Interviewer take the lead*** even if you are significantly more senior or if the interviewer is the gatekeeper and not the decision maker. Everyone has a role to play in the process, don't let your seniority be a stumbling block.

***Keep your answers relevant and to the point.*** Elaborate on details only if the interviewer takes the topic further.

*Ask the experienced rather than the learned*  
*- Arabian Proverb*

**Be honest, dont embellish.** It is better for the interviewer to recruit you as you are, accepting the gaps you might have.

**Adapt your communication style** in accordance to the profile of the interviewer. For example, you might speak about the same experience slightly differently, if the interviewer is the MD, Technical Head or HR, in order for the interviewer to better appreciate what you've done.

**Key Messages.** If not already covered in the earlier questions, find the opportunity to highlight those 4 – 5 Key Messages (discussed in earlier section), so the interviewers can understand your ability to leverage your experience and add value to the new role.

**Ask Relevant Questions** that you had previously noted and which were not already covered. Avoid Asking Questions on Compensation until a later stage. However if asked, provide your numbers as accurately as possible.

## **Closure & Follow Up**

Regardless of how the discussion went, close off the discussion in a professional manner and follow up with a short email, thanking the interviewers for their time.

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