




**Presents**

**Session 2:  
Presenting Your Best Self**

Arrive on Time and  
Ready to Go!





## Arrive on Time and Ready to Go!

- Resume
- Important Documents (License/ID, Social Security Card, etc.)
- Notebook and Pen

# Make a Positive First Impression

In a job interview:

- ▶ Smile
- ▶ Sit up straight
- ▶ Make eye contact
- ▶ Discuss training and work experiences in an upbeat manner



# Make a Positive First Impression

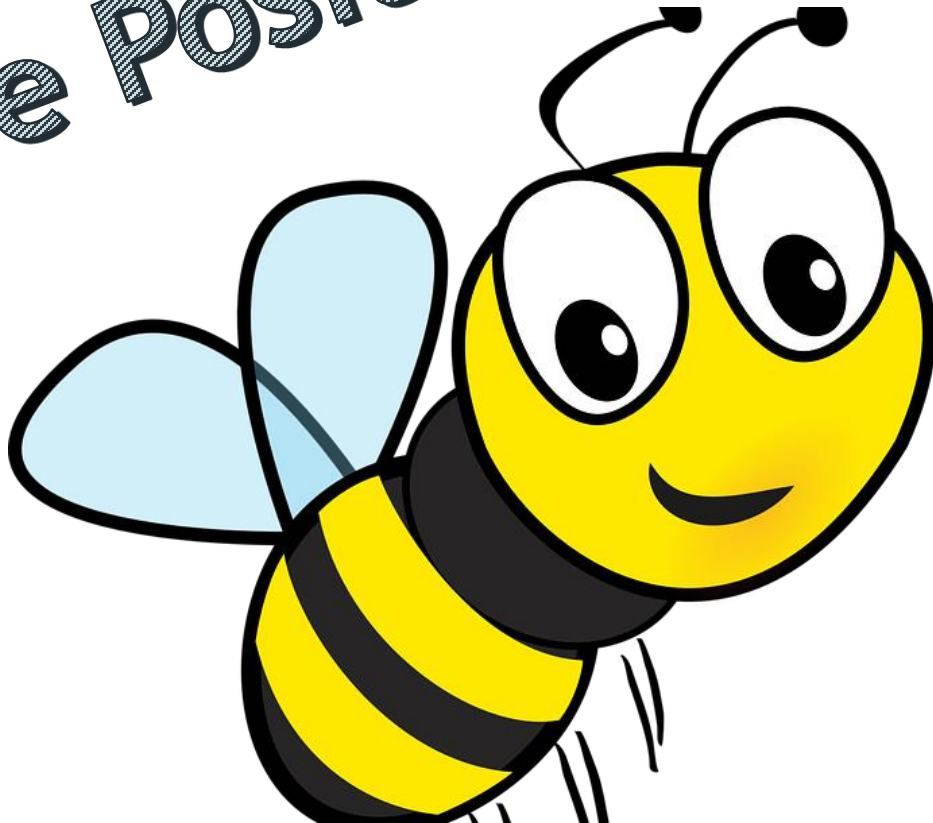
During a job interview, employers are impressed by:

- ▶ A candidate who answers questions with more than one-word answers (such as yeah...yes...no, etc.)
- ▶ Someone who demonstrates that he or she is listening, and shares information and ideas
- ▶ Ask questions for clarification and/or follow-up
- ▶ Remember, non-verbal communication is also critical in an interview. Employers expect good eye contact, good posture, and “active” listening.



# Make a Positive First Impression

**Bee Positive!**



# Make a Positive First Impression



A candidate who can demonstrate a positive attitude and eagerness to tackle the job will have an advantage over one who displays an attitude viewed by the employer as negative or disinterested.

In fact, many employers would rather provide job skills training to an enthusiastic but inexperienced worker than hire someone with perfect qualifications but a less than-positive attitude.



# PRACTICE

- ▶ Practice what you want to say over and over and over.
- ▶ Practice that Smile!
- ▶ Mock interviews with family and friends



Practice  
makes  
perfect

PRACTICE

MAKES

PROGRESS



## Show Interest in the Company and the Job

- ▶ Learn About The Job
- ▶ Ask Questions



# Know Your Strengths and Weaknesses



## Know Your Strengths and Weaknesses



**What are  
your current  
skills,  
abilities,  
and talents?**

# Know Your Strengths and Weaknesses

## Some Strengths and Weaknesses to Consider:

- ▶ Are you **RELIABLE**?
- ▶ Are you an **EFFECTIVE COMMUNICATOR**?
- ▶ Are you an **ACTIVE LISTENER**?
- ▶ Do you **PARTICIPATE**?



# Know Your Strengths and Weaknesses

## **Some Strengths and Weaknesses to Consider:**

- ▶ Are you COOPERATIVE?
- ▶ Are you FLEXIBLE?
- ▶ Are you COMMITTED?
- ▶ Are you a PROBLEM SOLVER?
- ▶ Are you RESPECTFUL?

# Know Your Strengths and Weaknesses



These skills often take some time to develop - so don't worry.



It might be helpful to reach out to someone you know and trust to help you focus on developing a plan for working on some of the skills in which you would like to be more confident. Don't be afraid to ask for help. Asking for help when you need it is another great skill



Invite someone close to you (someone you know and trust), to work with you on the areas you would like to improve. Most people would be really happy to help you! Learning the strategies to become a good team member takes time, energy, and dedication.

# Know Your Strengths and Weaknesses

Put a positive spin on things!

We all have weaknesses, but the key is to acknowledge your weaknesses and have a plan for how to manage them.

You can also make your weaknesses sound like an asset to the employer.



# Know Your Strengths and Weaknesses

Question: “What are your strengths?”

Answer: I’m a really good listener. Don’t get me wrong, I’m a good talker too, but I think listening skills are even more important. I’m also a good organizer. It doesn’t make any difference if it is organizing my closet or a trip with my family; I love all the planning and organizing that goes into it.

Question: “What are your weaknesses?”

Answer: I like things to go according to my plans so when something comes up that may make my plans go off schedule it sometimes stresses me out. But what I have learned about myself is that coming up with a plan B helps a lot! So, if I plan ahead for potential problems, then I don’t stress out at all because I have a good idea of what to do next.



# Follow Up:



Write the person who interviewed you a thank you letter, making sure to:

- 1) Thank them for taking the time to interview you
- 2) Let them know you are still interested in the job
- 3) Let them know you look forward to hearing from them, and supply your contact information again (e-mail and phone number)



# Follow Up

## After you have nailed the interview...

- ▶ Don't get upset if you don't hear back from the place you applied to right away.
- ▶ Wait for about a week to contact them to check in on the position if you have not heard back from them.
- ▶ Be Patient



If you still have  
questions...



(800) 525-7746

(502) 937-6894

[spininc@kyspin.com](mailto:spininc@kyspin.com)

[www.kyspin.com](http://www.kyspin.com)