

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...”

Interview Opening Statement

RJ Shavelson



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