

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

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Interview Opening Statement:

Clinical Interviewing, with Video Resource Center John Sommers-Flanagan, Rita Sommers-Flanagan, 2015-06-29 Clinical Interviewing Fifth Edition blends a personal and easy to read style with a unique emphasis on both the scientific basis and interpersonal aspects of mental health interviewing It guides clinicians through elementary listening and counseling skills onward to more advanced complex clinical assessment processes such as intake interviewing mental status examination and suicide assessment Fully revised the fifth edition shines a brighter spotlight on the development of a multicultural orientation the three principles of multicultural competency collaborative goal setting the nature and process of working in crisis situations and other key topics that will prepare you to enter your field with confidence competence and sensitivity

Investigative Interviewing John E. Grimes III, 2021-08-10 Investigative Interviewing Adopting a Forensic Mindset is a straight forward practical textbook outlining proper interview planning and techniques detailing all relevant case law concerning confessions Being a forensic professional infers that investigator apply the highest standards in collecting analyzing preserving and presenting evidence to a court of law or other tribunals The author contends that the key to a proper forensic interviewing methodology is the elimination of the term interrogation and the confession obtaining mindset it creates Forensic interviewers can achieve all interview objectives including truthful confessions that stand up to the scrutiny of the courts and public opinion by adhering to best practice ethical standards What transpires during the interview must stand up to the scrutiny of the courts and public opinion In this regard due process documenting the procedure and practicing proven effective techniques is paramount to getting to the truth the ultimate goal of any investigation The book addresses important issues in the field such as false confessions due to its criticality and frequent occurrences of this Coverage also includes the desired qualities of an investigative interviewer and strategies to break down barriers and gain trust with reluctant uncooperative and hostile interviewees Proper report writing an underrated key to any interview and investigation is addressed in detail Lastly the book provides training on best practice interview steps and strategies to lead the interviewee to the truth Numerous case examples and transcripts of real interviews are provided illustrate real world interviewing practices and concepts Features includes Examines the human factor in the qualities of a good investigative interviewer such as understanding the offender and strategies to gain the interviewees trust Shares practical experience and best practices noting traditional pitfalls and mistakes that can impede the truth and lead to false confessions Discusses legal considerations case law and the intent behind entering an interview situation with a forensic mindset prioritizing due process and documenting procedure Presents a notable and extensive case study that includes six informative interviews denoting effective techniques in practice Provides pedagogical elements including chapter learning objectives and end of chapter review with discussion questions Investigative Interviewing Adopting a Forensic Mindset promotes legal and ethical investigative interviewing methods and is a welcome addition to the literature for use in forensic science and criminal justice

curricula and programs **Clinical Interviewing** John Sommers-Flanagan, Rita Sommers-Flanagan, 2012-05-30 It is a delight to see the Fourth Edition of Sommers Flanagan's excellent work. They understand counseling and therapy; their writing is clear, and this book will be enjoyed by students and faculty alike. Allen E. Ivey, EdD, ABPP, Professor Emeritus, University of Massachusetts Amherst. Updated with a new accompanying DVD. The classic text presenting practical strategies for conducting effective interviews now reflecting the latest interviewing guidelines. Updated to reflect the emerging field of online and other non face to face interventions. Clinical Interviewing Fourth Edition 2012 2013 Update blends a personal and easy to read style with a unique emphasis on both the scientific basis and interpersonal aspects of interviewing. John and Rita Sommers Flanagan thoroughly explore clinical interviewing from the very basics of listening to the latest skills needed as a practitioner. Now with a new accompanying DVD illustrating interviewing skills and common interviewing situations, this Updated Edition adds a new chapter covering non face to face assessment and interviewing via email, telephone, texting, videoconferencing, Skype, instant messaging, and online chatting. New structured interview protocol with step by step guidance through a mental status examination, whether face to face or not. Guidance on the evidence base, treatment outcomes, and ethical issues for non face to face assessment and intervention. Complete with real world case examples. Clinical Interviewing Fourth Edition 2012 2013 Update equips readers with a realistic yet intuitive guide to mastering the skills necessary to be an effective interviewer today. Instructor Site: www.wiley.com/go/clinicalinterviewing Student Resource Site: www.wiley.com/go/clinicalinterviewing

Focus Group Interviews in Education and Psychology Sharon Vaughn, Jeanne Shay Schumm, Jane Sinagub, Jane M. Sinagub, 1996-01-18 This manuscript provides a blueprint for people conducting focus groups. The examples are highly useful, and in combination with the book, give people the information they need to actually run a focus group. Chapter nine is uniquely useful for educators who frequently work with children and teachers in school settings. The concrete examples will be extremely helpful to focus group moderators. The book will be useful for reference and for courses in survey research. I will recommend the book for both purposes. Kathy Green, University of Denver. This book does a nice job of providing readers with the specific steps necessary to conduct focus groups. If a person had never heard of a focus group interview before reading this book, they would have an excellent comprehension of the history, specific methods, and pitfalls of using the focus group interview methodology. Thomas M. Archer, The Ohio State University. Why use focus groups in educational and psychological research? The focus group interview is a research tool that holds great promise for application in educational and psychological research. Focus groups offer an effective way to obtain knowledge about what key stakeholders think and feel, resulting in information that yields better surveys, evaluations, and research studies. Although there are numerous books and articles that address focus groups, most are directed at business and marketing. Focus Group Interviews in Education and Psychology shows the specific steps to take to conduct focus groups in educational and psychological settings. Through the use of numerous examples, the authors show readers how to prepare

for a focus group create a moderator's guide select a setting and analyze the results gleaned from focus groups In addition they devote an entire chapter to doing focus groups with adolescents and children Each chapter contains numerous procedural tables as well as end of chapter applications for performing trial runs of the techniques discussed Qualitative and quantitative researchers and students in education and psychology will find this book a useful guide for refining their research instruments and for opening new vistas to understanding their subjects responses Focus Group Interviews in Education and Psychology is an invaluable tool that is beneficial to researchers and professionals in research methods evaluation psychology education and social work An Update on the IRS Response to It's Targeting Scandal United States.

Congress. House. Committee on Oversight and Government Reform. Subcommittee on Economic Growth, Job Creation, and Regulatory Affairs,2014 **Qualitative Research & Evaluation Methods** Michael Quinn Patton,2014-10-29 Drawing on

more than 40 years of experience conducting applied social science research and program evaluation author Michael Quinn Patton has crafted the most comprehensive and systematic book on qualitative research and evaluation methods inquiry frameworks and analysis options available today Now offering more balance between applied research and evaluation this Fourth Edition illuminates all aspects of qualitative inquiry through new examples stories and cartoons more than a hundred new summarizing and synthesizing exhibits and a wide range of new highlight sections sidebars that elaborate on important and emergent issues For the first time full case studies are included to illustrate extended research and evaluation examples In addition each chapter features an extended rumination written in a voice and style more emphatic and engaging than traditional textbook style about a core issue of persistent debate and controversy How To Excel At Fire Department Promotional Exams Steve Prziborowski,2013-10 Getting promoted in the fire service is not an easy process Many people have that desire to promote but for whatever reason cannot put the pieces together to make it a reality Over the 20 plus years I have been in the fire service I have had the opportunity to be on both sides of the promotional process as a candidate and as a rater and proctor This book will assist fire department personnel specifically prepare for their next promotional exam Promotional candidates will be exposed to and offered key points for the most common tasks and events within a fire department promotional process including but not limited to promotional preparation completing the application resume preparation the written exam the oral interview the personnel problem the oral presentation and the emergency simulation

Behavioral Assessment in Schools Edward Steven Shapiro,Thomas R. Kratochwill,2000-06-13 A landmark text this volume systematically addresses the issues involved in developing behavioral assessment strategies for educational rather than clinical settings The theoretical and conceptual underpinnings of widely used assessment methods are discussed and their strengths and limitations evaluated Attention is given to legal and professional issues decision making processes in educational diagnosis and culturally sensitive assessment practices Generalist Social Work Practice Janice

Gasker,2023-02-10 Generalist Social Work Practice provides students with the foundational skills and knowledge needed to

serve clients across micro mezzo and macro areas of practice Author Janice Gasker engages students through evidence based pedagogy self reflection opportunities application and reinforcement of concepts and an abundance of critical thinking sections including profession practice standards such as the 2018 NASW Code of Ethics and 2022 EPAS Updates to the Second Edition include an emphasis on Critical Race Theory greater coverage of issues related to race and intersectionality and a new section on institutional racism in social work Included with this title LMS Cartridge Import this title s instructor resources into your school s learning management system LMS and save time Don t use an LMS You can still access all of the same online resources for this title via the password protected Instructor Resource Site Learn more **Rich-Hunt: The**

Backdated Options Frenzy and the Ordeal of Greg Reyes Roger Donway,2012-06-01 Rich Hunt is the most comprehensive study to date of the interaction of business law and journalism in the backdated options episode It is a case study of prosecutorial misconduct and the tendency of the media to be an echo chamber for accusations against businesses But it is first and foremost the story of a man who excelled in business achievement Greg Reyes rose rapidly in the world of high tech to become CEO of Brocade at 36 and increased its revenues twenty fold within three years only to be felled by a miscarriage of justice In this deeply researched work Donway shows how Reyes became the victim first of a board made fearful by the power of regulators then of a frenzied media attack on backdated options and finally of prosecutors who charged him with fraud Despite the prosecutors failure to establish that someone was misled the central point required for a charge of fraud Reyes was convicted and sentenced to 18 months in prison and a 15 million fine The Medical Interview E-Book Steven A. Cole,Julian Bird,2013-12-15 The Medical Interview by Drs Steven A Cole and Julian Bird equips you to communicate effectively with your patients so you can provide optimal care This best selling widely adopted resource presents a practical systematic approach to honing your basic interviewing skills and managing common challenging communicating situations Its Three Function Approach Build the Relationship Assess and Understand and Collaborative Management offers straightforward tasks behaviors and skills that can be easily mastered making this an ideal learning tool for beginners and a valuable reference for experienced healthcare professionals Effectively meet a full range of communication challenges including language and cultural barriers sexual issues elderly patients breaking bad news and non adherence Easily apply proven techniques with help from supportive case examples and actual interview questions Get the skills you need now with new chapters covering advanced topics and applications including Presentation and Documentation nonverbal communication using psychological principles in medical practice and integrating structure and function Quickly review information with summary tables boxes and bulleted lists Get access on the go with the fully searchable text online at Student Consult including cost free access to a specially customized interactive web based Module on Brief Action Planning BAP a key component of the web based interactive Comprehensive Motivational Interventions CMI TM e learning platform

Foundations of Therapeutic Interviewing John Sommers-Flanagan,Rita Sommers-Flanagan,1993 Broadcast

Announcing Worktext Alan Stephenson, David Reese, Mary Beadle, 2013-02-11 The Broadcast Announcing Worktext provides you with the skills techniques and procedures necessary to enter this highly competitive field of broadcast performance In addition to the principles of good performance this book addresses the importance of audience and how to communicate effectively to various groups Television and radio studio environments announcer specializations and responsibilities and developing a broadcast delivery style are just a few of the many topics covered Factual information is presented in brief easy to digest modules and is enhanced with self study questions and projects The self study provides an immediate check on what you learn and the projects allow for a practical hands on application of key concepts in the material The worktext format with many real life examples combines both traditional teaching and practical experience A companion CD illustrates techniques and concepts in each chapter with audio and visual examples This third edition will give you knowledge of other non traditional forms of announcing such as online radio announcing podcast announcing and other forms of online announcing such as online shows clips and news

Deception at Work Michael J. Comer, Timothy E. Stephens, 2017-05-15 *Deception at Work* tells you how to recognize and deal with lies in meetings negotiations discussions and in writing It is guaranteed to make you a more effective and confident operator no matter what job you do Simply leaving the book on your desk for others to see will improve your chances of not being deceived The book exposes deception in all of its forms linking the authors 40 years of experience in dealing with fraudsters with the most recent findings on MRI scanning and the human brain It explains how why and in what circumstances both achievement and exculpatory lies are told and how they can be resolved It sets out a low key but effective plan for dealing with liars in all shapes and sizes from confidence tricksters to malingerers and hard nosed fraudsters This ground breaking work includes the most comprehensive summary of the clues to deception of any book currently in print

Practical Aspects of Interview and Interrogation David E. Zulawski, Douglas E. Wicklander, 2002 Written by two experts who have conducted more than 15 000 interviews and interrogations from theft to homicide this book covers the entire sequence of events that occur during the interview and interrogation process The authors present their method in a cookbook fashion allowing the flexibility to select a number of different paths to interrogating a suspect

Researching and Writing Dissertations Roy Horn, 2012-02-01 From finding a topic to writing and reviewing your work *Researching and Writing Dissertations* is an essential tool for anyone working on a dissertation or business report This new edition is now suitable for students studying the CIPD Level 7 Advanced units Investigating a Business Issue and Using Information in HR but is equally relevant for all non CIPD students too Covering everything from strategies for finding and developing a dissertation topic and how to develop a research proposal through to what methodology to use and how to analyse your data this is the only book you need to write clear effective and compelling dissertations and reports In addition to practical guidance on the researching and writing up of projects this book includes essential guidance on effective time management and how to ensure that projects are completed and submitted on time as well as invaluable insights through

real life student and supervisor comments Fully supported by online resources including an instructor s manual and lecturer slides as well as templates checklists and quizzes for students Researching and Writing Dissertations is a book that anyone working on dissertations research projects or business reports can t afford to be without *Diagnostic Interviewing* Michel Hersen,Samuel M. Turner,2003-08-31 This volume represents a clear jargon free overview of diagnostic categories with helpful hints regarding a psychiatric interview Completely revised and updated detailing current innovations in theory and practice including recent changes in the DSM IV **Forensic Interviews Regarding Child Sexual Abuse** William T. O'Donohue,Matthew Fanetti,2015-12-10 This wide ranging volume combines the current findings and frontline knowledge working practitioners need to know about forensic interviewing of children in sexual abuse cases Coverage begins with the basics legal and ethical principles interview planning and procedure psychometric and cultural issues pitfalls and how to avoid them Perspectives from a trial lawyer and a district attorney lend real life details on criminal court procedure interview procedure legal standards and what is expected of expert witnesses Not only is developmental understanding of salient issues concerning children s competency and suggestibility offered here but also vital guidance on the controversies surrounding false memories and untrue accusations Included in the coverage Working with the multidisciplinary team Childhood memory an update from cognitive neuroscience Disclosure failures statistics characteristics and strategies to address them Child abusers threats and grooming techniques Review of psychometrics of forensic interview protocols with children Assessing the quality of forensic interviews with child witnesses Forensic Interviews Regarding Child Sexual Abuse brings a wealth of robust practical information to professionals working with children including clinical and child psychologists psychiatrists and social workers [The Trump-Ukraine Impeachment Inquiry Report and Report of Evidence in the Democrats' Impeachment Inquiry in the House of Representatives](#) House Permanent Select Committee,2020-01-14 This book includes BOTH the official report of the impeachment investigation by the House Intelligence Committee AND the document issued in response by House Republicans A guidebook to the impeachment of President Trump this two in one book contains BOTH the official report of the impeachment investigation by the House Intelligence Committee led by Adam Schiff AND the document issued in response issued by House Republicans led by Devin Nunes And the package tells half the story The book is published as a flip book that is with each cover acting as a front cover one for the Committee report and one for the Republican report Depending on which one you read first you then flip the book over to read the other *Emergency Department Leadership and Management* Stephanie Kayden,Philip D. Anderson,Robert Freitas,Elke Platz,2015 Written for a global audience by an international team the book provides practical case based emergency department leadership skills

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