

### **Tips + Tricks for Presenting**

1. Have an interesting introduction to draw your audience in
2. Don't sound too rehearsed, but make sure you practice
  - a. *Pro tip:* practice with an audience (friends, fellow staff members, your CD, etc.)
3. Providing more examples will make your answers better
  - a. *Pro tip:* don't lie on your examples
4. Don't read off slides
5. Make eye contact with audience
6. Don't have a lot of text on slides
7. Be aware of different learning styles
8. Prep your media in advance (i.e. videos, cords, etc.)
  - a. *Pro tip:* you will be working with the CDs running your interview to set up your media needs
9. Bring water
  - a. *Pro tip:* use the water to help when you're nervous or need a quick break
10. Pay attention to your tone, speed, and body language
11. Dress appropriately
12. Remind yourself to relax
13. Send individual thank yous to your audience

### **Tips + Tricks for Interviewing**

1. Shake hands and introduce yourself
2. Providing more examples will make your answers better
  - a. *Pro tip:* don't lie on your examples
3. Be concise with your answers – don't drone on with no substance
4. Listen to the questions fully before you start answering
  - a. *Pro tip:* ask for clarification if you need to hear the question again or don't understand what is being asked
5. Have questions prepared for the end of your interview
6. Dress appropriately
7. Make eye contact
8. Focus on your tone, speed, and body language
9. Find a balance between being comfortable and being too comfortable
10. Try to prep answers to interview questions in advance
  - a. *Pro tip:* think about your job requirements and how you'd answer questions around them
11. Remind yourself to relax
  - a. *Pro tip:* bring a water to help when you're nervous or need a quick break
12. Send individual thank yous to the folks who are interviewing you