

# MICHAELKELLY

## CONFIDENT PERSONAL COMMUNICATION

### MODULE 14

How to answer the first, job interview question

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#### TRANSCRIPTION

*Let me suggest that in a job interview, your answer to the first, formal, interview question, will be a major factor in your success in the interview*

**The key messages for this Module is,**

*When Answering first job interview question:*

- a. *Use the Open – Middle – Close structure'*
- b. *Avoid too long or too short an answer*

*The first question in a job interview is likely to be along the lines of, "Tell us why you're the best person for the job, or "Why do you want this job?"*

*Here is a template example for your response to the first question using the Open- Middle Close structure, and where you can fill in the blanks*

*Michael, why are you the best person for the job."*

*Let me tell you why I'm the best person for the job.*

*Number one is my track record with x*

*Number two - is my ability to go deep into y and make the entire z suite more productive*

*And Number three is my leadership experience which has allowed me to turn-around a major project that was running off the rails*

*Let me elaborate on the turn-around project.*

*Now at this point you'd spend 30-45 seconds or so detailing that project turn-around, and then you'd say.*

*And that's why I'm the best person for the job. Because of, number one track record, number two, my deep knowledge of y and the z suite, and number three, my leadership experience.*

*Here is a visual representation of how much time you should take in your answer to the first question*

*Too short an answer is like this. Too much information is like this. A good quantity of time is this much.*

## **KEY MESSAGE**

When answering first job interview question:

- a. Use the Open – Middle – Close structure'
- b. Avoid too long or too short an answer

Please practice this first in safe interactions first until you're able to perform it competently.

## **TASK**

To do right now, or to complete within the next 30 minutes.

Take time to think about the current job position that you hold. If you had to reapply for this position and the first question of the interview was something along the lines of 'Why are you right for this role?'

Take a few minutes to compose three compelling reasons why you are right for the role. Then give a concise, specific example of one of those reasons.

Next put those reasons in the Open- Middle- Close structure recommended in the video clip.

What else could you do to put into practice ideas from this Module? Take 13 seconds to see if an idea pops up. Maybe watch the Module again if you have time.

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