

FRIENDS OF THE POOR® WALK/RUN

SOCIETY OF ST. VINCENT DE PAUL

®

**Interview Tips**

* Know why you are being interviewed
* Prepare three key messages
* Drive key messages throughout the interview
* Put things in human terms – no technical jargon
* Use examples to illustrate important points
* Project energy and confidence
* Summarize at the end of the interview
* Remember, you can control the interview

**During the Interview**

* Listen, think and reply
* If you don’t know, say so
* Use bridging statements to get to key messages
* Keep your answers short
* Don’t be evasive or say “no comment”
* Don’t state personal opinions
* Don’t bury your messages
* Don’t speculate or answer hypothetical questions
* Don’t be pressured by silence
* Don’t be defensive
* Keep cool, don’t be argumentative
* Stay positive