Presentation Guide

Presentations are nearly always a critical part of the final stages of any recruitment process. Despite this, and the well documented help that is available now online, it's often the place where many people fall.

In most cases, failure is not down to a lack of ability, but rather to a lack of time allocated for preparation. Most candidates are already in busy jobs, so finding the time to prepare can be a challenge. But beware, having a busy day job will never be acceptable mitigation for a poor presentation performance.

At PCC, we have well over a decade of witnessing countless presentations, successful and unsuccessful, so we are both well qualified and eager to help you succeed. We strongly suggest you use us as a resource to ensure your presentation is well-tuned.

Here are some brief pointers:

- Have a clear structure
    - State what the presentation will show
    - Show it
    - Summarize that you have shown it
    - Invite questions

- Where plans are concerned, be as specific as possible, always use SMART objectives.

- As a guide, we recommend about one slide every two minutes.

- Rehearse, rehearse and rehearse again.

- Have someone proof read it - a simple Simple spelling mistake looks sloppy and can kill everything.

- Take it on a memory stick and laptop, and leave a copy for access on cloud storage. Their computers may not be compatible with your format, so your own device is essential.

- Watch your speed. Often, the biggest impact of nerves is getting faster. Have a glass of water to hand. A break to drink is an acceptable pause and can control the urge to speed up.

- Take periodic moments to check everyone is with you.

- Always offer to take questions at the end.