

Sample PowerPoint Presentation for Job Interview

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It is increasingly common for human resource departments to require their job applicants to work up a PowerPoint presentation for their job interview. Job interview Powerpoint presentations are a requirement when presentation skills are a required qualification for the job. Hiring managers use your presentation to judge your public speaking skills, ability to stay calm under pressure, how knowledgeable you are about a certain topic and more. In this article, we'll get into the different types of presentations for job interviews, go over a **sample PowerPoint Presentation for a Job Interview** , discuss the elements that you can also include, and go over general job interview PowerPoint presentation tips.

The screenshots from an **example PowerPoint for a job interview** throughout this document are by no means a complete sample of what can be done on a job interview PowerPoint. Regardless, it demonstrates some of the elements that an applicant should include in such a presentation. The example PowerPoint presentation demonstrated in this article is completely fictionalized.

First, there are different types of PowerPoint presentations that a job applicant can prepare for the interview. It depends on the type of position that the job seeker is applying for and what the company is requiring in the presentation. The following are just three kinds of PowerPoint presentations for job interviews:

1. Background Presentation

The sample PowerPoint presentation shown in screenshots in this article demonstrates this kind of job interview presentation. You give a background presentation when the company wants to get a general idea of how you present yourself and what your personality is like.

2. Demonstration Presentation

A demonstration presentation is one in which you demonstrate your knowledge of a particular topic or how you would follow a process.

For example, a person who is applying to be a graphic designer may show step by step in a PowerPoint presentation how they would design a particular logo for a client.

Another example: There is an applicant for a position as a history instructor at the local community college. If they get the job, they are going to teach American History. So, the school asks them to demonstrate with a PowerPoint presentation how they would teach that subject.

3. Sales Person Presentation.

With this kind of job interview presentation, the applicant shows the potential employer how they would sell their company's products. They want to see how creative and innovative the applicant can be in their sales techniques. The applicant can also show how knowledgeable they are about the company's products.



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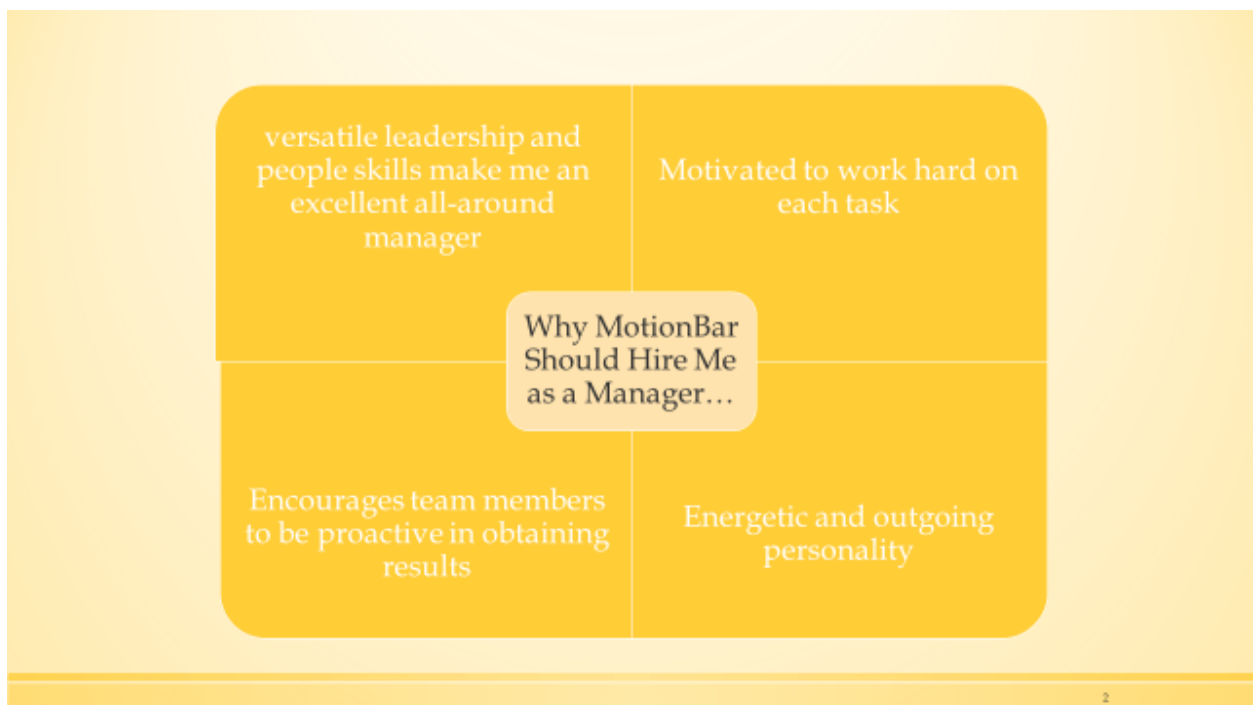
The first slide is where the potential employer should get the best impression of you. It needs to stand out. It should include the following:

1. Name and contact information
2. Professional photo

Although not always necessary, it can also include:

1. A descriptive statement, also known as a vision statement
2. Photos of previous work
3. Three to four characteristics about yourself

The first slide above gives a hint of who this person is. The applicant also presents the information in an easy to follow manner.



In the second slide, the applicant is showing why the company should hire them. Here, the applicant is just giving glimpses into why the company should hire them. The point is not to just repeat the resume and cover letter. You do not need to go into a lot of detail with this information on a PowerPoint. The interviewers can look at your resume and cover letter for further information. An interviewer can also look at this information and know how the applicant will contribute to the company. For instance, with this presentation, they'll note that the applicant will bring her energetic and outgoing personality to the management position.

As you can see, the information is presented in a simple, but eye-catching graphic. Using graphics like this in a job interview presentation will make it stand out and shows personality on your part.

Accomplishments

As a manager at Glacier Brews, I...

- Managed a brewery with 100 full-time employees and generated \$100,000 in company profits per year
- Increased profits on our specialty drinks by 50% by giving discounts to first-time buyers.
- Motivated employees by setting weekly goals and promoting a work-life balance.



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In this slide, the applicant goes over three accomplishments from a previous job. These are not all of their accomplishments, which is good, because again, the hiring manager can look at the resume for further information.

As you can see, a nice picture of a lake at Sunset is included. Including personal pictures in your presentation can give the people interviewing you for the job a further sense of who you are as a person. For instance, the people interviewing this applicant, Lillian Orangegroove, will learn that she has a love of sunsets.

There are other types of slides that a person can make when they are preparing a job interview PowerPoint presentation.

1. Work Samples

A work sample slide shows work that the applicant has done on previous jobs. For instance, a person who is applying to be a web developer can show screenshots and give links to websites that he has done for past clients.

2. Testimonials.

An applicant can put testimonials by other clients on one of their job interview PowerPoint slides. Testimonials allow the people who are interviewing the applicant for a position to see what other clients say about them.

There are elements you can use in a PowerPoint for a job interview that can make your presentation stand out. These include motion paths (animations), sound, and even video. These work especially well when the company is looking for a creative personality.

For instance, a person who is applying to be a film editor can attach a video reel of her previous work in one of the PowerPoint slides.

1. You need to find out what kind of presentation the job interviewers are expecting from you.
2. You should put extra effort into how you design your PowerPoint. A presentation that has too much text, pictures, and objects on each slide is cluttered. A cluttered PowerPoint will only prove to the job interviewers that you are an unorganized person.
3. Do some research into the company so that you know what their culture is like and the type of person they are looking to hire. This information can help you when you are preparing your presentation.
4. There needs to be a clear message throughout your job interview PowerPoint. That means you need to decide what your overall message is, and then present information that builds around that message.
5. Before the presentation, practice multiple times. You want to ensure that you have the timing right. You should also practice again and again so you can memorize the additional information you are going to say about each slide. Hiring managers may not allow you to use a print out with speaker notes as a reference during your presentation. Also, practice in front of a mirror, so you know how you look while you are presenting. You can also record yourself to make sure you sound confident and that there are no word crutches such as “um” and “ah.”

6. Ensure that your presentation is readable and has no mistakes. To do this, have someone else look at it for you. Also, make sure you are using a readable font face. You want the person interviewing you for the job to be able to read the information on the presentation.

For further help, you can also turn to Prescott Papers. We have professionals who specialize in PowerPoint that can help you put together a PowerPoint presentation for your job interview. We can help you with the organization and readability of your presentation. We'll even compare it to your resume and cover letter (as long as you provide that information) to make sure the PowerPoint is not just a regurgitation of your resume and cover letter.

If this process is daunting to you or it's been a while since you've used PowerPoint, Prescott Papers is a great option. Besides, your use of our service and all of your information is kept completely confidential. We also offer fast and reliable support.

Overall, the PowerPoint presentation you give for your job interview can be the difference between getting the job and not getting it. Therefore, it needs to be cohesive and professional while giving the potential employer a glimpse into who you are and what you will be like as an employee.