

PMI DVC Job Board

Showcasing your Skills

There are many interview questions that focus on your ability to create solutions and resolve conflict. **Perseverance** and **dedication** are two skills that are invaluable to employers. These two qualities are predictive of **problem-solving capacity**. Employers are interested in employees who are capable problem solvers.

When faced with an interview question that provides you with an opportunity to showcase your problem solving skills, be sure you give a complete answer. Remember to do more than explain **what** you did. Describe **how** you did. Outline the steps you took to reach the end result. **Talk** about **how** you overcame obstacles. **Explain** how you addressed challenges as they came up.



Teamwork

Teamwork and collaboration are important parts of any job, regardless of the position you're interviewing for. Consider these strategies for highlighting your ability to be a great team member:

- Replace "I" statements with "we"
- Mention the specific contributions that your teammates have made
- Detail how you have tried to include diverse perspectives in a project or solution
- Explain how teamwork led to increased creativity and productivity

Tip: Review your professional and personal accomplishments and try to identify specific ways in which you **collaborated** to achieve success.



Creativity



Conflict Resolution



Risk Taking



Trust

Remember to ask: "**How does this job fit into the corporate strategy?**" Show the interviewer you are interested in helping the company solve problems and contributing strategically to initiatives in their area.

The most important thing in communication isn't what's being said.

~ Peter Druker



Nonverbal communication has nothing to do with the words you use and everything to do with your “body language”. It's the nonverbal communication that speak the loudest. Body language is the use of physical behavior, expressions, and mannerisms to communicate nonverbally, often done instinctively rather than consciously.

It's not just what you say, it's how you say it. When you speak, other people “read” your voice in addition to listening to your words. Your nonverbal communication skills can create a positive (or a negative) impression. Practicing your delivery of messages through role-playing with counselors and friends can help you to hone your nonverbal communication skills.

Advice to Live By....

- Crossing your arms can project defensiveness.
- Poor posture may appear unprofessional.
- Shifting eye contact to various speakers shows respect.
- Smiles and similar facial expressions can convey a positive attitude.
- Mirroring others body language can have positive effects.