Presentations

The use of presentations during the selection process can provide useful information about candidates, for example the standard of their verbal and written communication skills, their ability to work under pressure and the level of their strategic thinking.

Usually the candidate will be given a copy of the presentation topic in advance so that they can prepare. Alternatively, candidates can be provided with the presentation topic and a certain amount of time to prepare the presentation on the selection day; this would be useful if you need to know that a candidate can interpret or prepare information quickly.

Presentations can either focus on a topic of interest to the candidate or ask the candidate to present on an issue relevant to the role or their approach to it.

Before the presentation, the recruiting manager needs to consider what criteria or competencies the presentation exercise will test and how they will assess it. This should align to the job description. The panel should allow for time at the end of the presentation to ask questions and probe the issues put forward.

Once the candidate has completed their presentation, the panel should assess and score the presentation in accordance with the job-related criteria or competencies associated with the role.

Example presentations could include the following:

* Present your 30/60/90 day plan for joining the organisation and commencing your role.
* Based on the job description and your knowledge of the sector, detail what you believe would be the three most significant challenges you would need to address in the forthcoming year, and your approach to these.
* What are the key challenges or changes facing the sector / profession in the next five years? How would you address these challenges or changes in your work?
* What is your perspective on effective leadership and management? How do you lead a team?
* Pick a subject of your choice relevant to the role for which you have applied, and introduce the panel to the topic and your views.
* Present on your career and experience, in order to identify why you are an idea candidate for the role for which you have applied.
* Present on a topic you are passionate about.

Remember: when preparing the candidate be clear what tools they will have to present, and how they should bring their presentation (e.g. do they need to send it in advance, can they bring it on the day and how). Let the candidate know how long you expect them to present for.

When assessing a presentation, consider:

* How well was the presentation structured? Did it have an introduction and a conclusion? Was the structure logical? Was it separated into key themes or areas? Did it appear that they had prepared sufficiently?
* How well did the candidate present the presentation? Did they demonstrate effective communication skills?
* Did the candidate make use of the permitted technology? Did they have effective or compelling slides?
* Did the candidate stick to the brief? Did they answer the question, and did they adhere to any time limit set. Did they present their own ideas on the topic, or simply state facts / research?
* Reflect on the content. Was it interesting and engaging? Did the candidate answer additional questions put to them?