

Interpersonal Skills-Job Interview
(Helping Them 'Experience' ...the Useful You)



Holy Family Job Support
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Kevin E. O'Connor, CSP, CEC
kevin@kevinoc.com
 LinkedIn: kevinocconoresp

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Barrel Racing



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Groups of Three

First Live Concert You Went to
 ...and How Was It?

3

Your Partners

What did you notice about their **'presence'** or their **'interpersonal skills'**

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For You...which needs some attention?

To Do

To Stop Doing

To Be

5

Essential Skills

S.O.L.E.R.
 Think 100/100
 Conversational
 (Breathe)

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Paraphrase & Empathize to Connect	Question with Respectful Curiosity to Clarify
Encourage: Notice Effort Next Steps Contribution	Close with What You Liked, Learned, or Appreciated & Plan for Action

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The Perennial Question

Do I have to be an extrovert to get a job?

You need only give the 'extra' that is you.

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Essential Questions
(never verbalized)

Can you help me solve our problem?

Can you improve our condition?

Can I work with you?

Do I like you?

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@ Assume this will be virtual

Dress for F2F Look through the Camera	Zoom Background and Connection
On time is late... be early by 10 minutes	If in person rehearse your route a day ahead

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@ **Capabilities** are what they *really* want

Precise and deliberate in communication of difficult or complex ideas	Experienced in working collaboratively with external parties
Able to change direction and make necessary adjustments on short notice	Proven ability to effectively manage up, down, & across the organization

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Prepare
Play Card

12

Stories/Examples	Data Accomplishments % and \$\$
Technical Expertise	Leadership

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Their Openers
Tell me about yourself...
Why do you want to come here
What makes you distinct
Can you give me an example

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Your Openers
...not on my resume?
...may I give you an example
...I was surprised when my team
...I've noticed some changes in teams today

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Prepare
Play Card
Out Loud
Zoom with yourself

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Mindset

1. An experience for them
2. Capabilities B4 past jobs
3. Thank them with a twist
4. Ask for the Job

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? Don't know the answer...help them **experience** your thinking

The way I would approach that is...	What I learned from that was...
There are three ways I would go about preparing for that...	The word that comes to mind is...

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Prepare
 “I may not be the smartest person in the room, but I know I am the most prepared.”
 -Ohio Hospital Assn JD

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Prepare
 The Job Description ‘Words’
 Their Website
 Your Skills

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Answering Questions
 60-120 seconds
 Say it and Stop (W.A.I.T.)
 Emphasize Capabilities

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Demo a Presentation
 Base it on their Website
 Begin with a Story
 Three Points
 End with the Story

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Hiring Priorities
 Candor
 Humility
 Technical Ability*
 (*Resume)

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* Interviewing Fundamentals

Other vs. Self	Conversation vs. Examination	Connection vs. Data
Your Essence vs. Your Resume	Confidence vs. Fear	Be Present and Have Presence

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My Offer to You
 If you would like a one-on-one meeting with me to discuss anything (no fee) re: your resume or interview email and we will set up a meeting
kevin@kevinoc.com

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Circle Up

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The Meaning of...
A Simple Pencil

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**Kevin E.
O'CONNOR, CSP**

1-847-208-8840
kevin@kevinoc.com
LinkedIn:
[kevinocnnoresp](#)

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