

## Tips for:

# Proficiency Leo Interview

Dear Leos,

You are going to participate in the CLD Education Proficiency Interview! It is important to make the most of it. Your objective in this interview should be to take yourself one-step further towards generating a potential future in leadership training. Treat the interview as if it were the only one you will ever get from the CLD education program. Successful interviewing begins with good preparation.

### Here are some tips for your preparation.

1. Revision work is important. Read and understand the four topics, which you have participated, namely Orientation, Leadership, Experience and Opportunity. You can either read from hard copies or from the Internet.
2. Be properly attired for the interview. Your attire should be neat and clean. Pay attention to your shoes.
3. Arrive early to the venue. Upon arrival, while waiting fill up CLD Proficiency Interview Form. This form will be passed to the interviewers. Fill it out neatly and completely in your own handwriting.
4. Get to know the interviewer's full name (including correct pronunciation) and his or her title. Greeting is encouraged.
5. Project yourself with enthusiasm. Smile and shake hands firmly. Wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Listen carefully and respond. Look the interviewers in their eyes while speaking.
6. Be sincere and truthful while focusing on answering the questions asked.
7. Do not answer with a simple "yes" or "no." Explain whenever possible. If you do not understand a question - or need a moment to think about it - say so. Never pretend to know something when you do not.
8. Be prepared to respond to the question, "Tell me about yourself."
9. Be prepared to describe your most recent Leo activities and projects, which you had participated.
10. Be prepared to answer questions like why did you become a Leo; what activities are most significant to your personal development and where do you see yourself in five years or in ten years' time?
11. Eye Contact - if you look away while listening, it indicates a lack of interest and a short attention span. Do maintain eye contact while speaking otherwise, it indicates a lack of confidence in what you are saying and can even send the nonverbal cue that you may be lying.
12. Facial Expressions - you do not need to keep the smile plastered on for the full interview, but remember to keep coming back to it.
13. Posture - your posture sends out a signal of your confidence and potential. Stand tall, walk tall, and most of all, sit tall. When standing, stand up straight. When you are seated, make sure you sit toward the front of the chair, leaning slightly forward, moving within an overall range of no more than 10 degrees back or 20 degrees forward, intent on the subject at hand.