

KWCD EMPLOYER EXCHANGE

All you need to know on...

PREPARING FOR INTERVIEWS

THE INTERVIEW IS A CHANCE FOR YOU AND THE EMPLOYER TO GET TO KNOW ONE ANOTHER. THE EMPLOYER WILL WANT TO SEE IF YOU HAVE THE RIGHT SKILLS FOR THE JOB AND THAT YOU WILL FIT IN WELL WITH THEIR ORGANISATION. FOR YOU IT'S A CHANCE TO MEET THE EMPLOYER, DECIDE IF THE JOB IS THE RIGHT ONE FOR YOU, IF YOU WILL BE ABLE TO TRAVEL THERE ON A DAILY BASIS AND OTHER FACTORS WHICH MAY BE IMPORTANT TO YOU.



Before the interview:

- ▶ Do some research on the employer. Check out their website to find out more and prepare questions you might have about the organisation.
- ▶ Know your CV. It is important to be able to talk the employer through your CV without having to look at it. Make sure you know what dates you worked in different jobs for and prepare answers to difficult questions such as a gap on your CV.
- ▶ Know where you are going – if time allows, take a trip to the place of interview in advance.
- ▶ Know who you are going to meet.
- ▶ Decide what you are going to wear the day before and make sure it is cleaned and ironed. Wear clothes that are appropriate for the job you are called for.
- ▶ Get a good night's sleep and get up early – rushing will make you nervous.
- ▶ Be sure to have a shower and wash your hair – it's important to look clean, smell fresh and dress neatly.
- ▶ If you have a facial piercing, take it out.
- ▶ Leave in good time for the interview and allow yourself to get there 15 minutes in advance.
- ▶ Try to go to the bathroom and wash your hands once you have arrived, if that is possible.
- ▶ Bring with you a clean copy of your CV, copies of any relevant training certificates and details of referees if not already supplied.



Typical interview questions:

These questions are examples only. The interviewer may or not ask you them. Look out for the same question asked in a different way.

- ▶ "Tell me about yourself..." Take control of this question; ask the interviewer how far back they would like you to go explaining your CV.
- ▶ Why did you apply for the job?
- ▶ What do you think the job involves?
- ▶ What skills and abilities do you have for the job? Be sure to refer to transferable skills here also.
- ▶ Why did you leave your last job?
- ▶ How did you get on with your colleagues and manager in your last job?
- ▶ Why should we offer you this job?
- ▶ What relevant training have you had for the job?
- ▶ What are your strengths?
- ▶ What are your weaknesses?
- ▶ How would you describe yourself?
- ▶ What are your key achievements to date? Be sure to include personal ones here.
- ▶ How would you deal with a difficult situation in the workplace?
- ▶ Where do you see yourself in 5 years time?
- ▶ Are you ambitious?
- ▶ There is a gap in your CV. What were you doing during this time?
- ▶ Why should we employ you?
- ▶ What do you do in your spare time?
- ▶ Have you any questions?



What the interviewer is looking for:

- ▶ That you are punctual – so arrive on time.
- ▶ That you will be polite and attentive during the interview. Be aware of body language:
 - A good strong handshake and good eye contact.
 - Try not to cross your arms.
 - Sit with your hands on your lap and try not to fidget.
 - Try not to tap your fingers or feet.
- ▶ That you know your CV.
- ▶ When answering questions try and give examples from previous jobs.
- ▶ That you know a little about what the company does.
- ▶ That you are serious about the position.
- ▶ When asked whether you have any questions; avoid asking questions already answered in the interview. Do not ask questions about salary at this stage unless the interviewer brings it up.

Example questions:

 - Does the company provide any training?
 - If I do well in this job where will it lead?
 - What are the benefits of working for this company?
 - When can I expect to hear an answer?
- ▶ When leaving the interview thank the interviewer and shake their hand.



Interview Don'ts:

- ▶ Don't assume the job is yours because you have been called for an interview.
- ▶ Don't drink or take drugs the night before.
- ▶ Don't wear flashy clothes, strong perfume, too much jewelry, tracksuits or trainers.
- ▶ Don't bring too many bags to the interview.
- ▶ Don't leave your mobile switched on.
- ▶ Don't be late, but phone if something unexpected happens.
- ▶ Don't argue with the interviewer.
- ▶ Don't interrupt the interviewer.
- ▶ Don't fiddle or fidget too much.
- ▶ Don't be negative about yourself – talk about what you can do, not what you can't.
- ▶ Don't run down your last employer.
- ▶ Don't tell lies.
- ▶ Don't be afraid to admit you don't understand the question and ask them to explain.
- ▶ Don't be worried if the interviewer takes notes.



Interview Dos

- ▶ Do focus on your CV if you are feeling nervous and anxious.
- ▶ Do listen carefully to the questions you are asked.
- ▶ Do think before answering.
- ▶ Do answer clearly in a firm manner.
- ▶ Do look the interviewer in the eye.
- ▶ Do be polite and friendly.
- ▶ Do smile!
- ▶ Do sell yourself – talk about your good points.
- ▶ Do try to do most of the talking.

GOOD LUCK!



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