

GUIDELINES FOR INTERVIEW PREPARATION SOUTHSIDE PARTNERSHIP LOCAL EMPLOYMENT SERVICE

GET FOCUSED EARLY START THE PREPARATION IMMEDIATELY YOU CAN NEVER BE TOO PREPARED!

THINGS TO REMEMBER:

- Your CV - know what is on it
- Relevant experience, Knowledge of organisation, Skills for the job, Relevant training, Why do you want the job and Why you think you are the best candidate?

PREPARATION:

- Request a job specification if one was not issued
- Go through the job specification and match your skills and experience to their requirements – *You will be asked questions based on the job specification and on the information in your C.V.*
- Research the company and have some key knowledge that you can demonstrate at the interview about products, branch and office locations, the more important the job, the greater knowledge of the company will be expected
- Take each item on the job specification and all relevant skills or tasks on your CV and write a paragraph to highlight your competency and match yourself to the role.
- Do this by giving an example of a situation you were involved in that resulted in a positive outcome, describe the tasks involved in that situation, talk about the various actions involved in the task and what results directly followed because of your actions. Keep the company style and profile in mind when doing this.
- Prepare questions that **you** may ask at the end of the interview
- Know the key skills and qualities that make you stand out from other applicants
- Prepare for the question “why should we give you the job over the other candidates” and have a clear, honest, prepared answer to this question. If not asked, ensure that you finish off the interview with a statement as to why you should get the position
- Get someone to go through a mock interview with you to assist getting focussed
- Consider what you are going to wear. Take out interview clothing to ensure cleanliness and that they are in good repair at least three days in advance of the interview. Ensure that you are presented to a professional standard to make a really good impression.
- Do a practice run to the location of the interview at a similar time to the interview, time yourself and explore the best route to travel

THE DAY BEFORE THE INTERVIEW

- Plan your evening so that you are energised but relaxed for the following morning
- If taking public transport, ensure that you have sufficient money and change for your journey.
- Have your phone charged and the company number saved in your phone in case you are delayed on your journey.

PREPARE – PREPARE – PREPARE!

ON THE INTERVIEW DAY

- Give yourself plenty of time to get well groomed and attend to your personal presentation and hygiene as this is a critical part of the interview assessment
- Have a sufficient meal making provision for interview delays
- Do not smell of cigarettes, food or strong perfume
- Go over the information that you have prepared for the interview
- Ensure that you have prepared your positive final interview statement

AT THE INTERVIEW

Impressions gained during the first three minutes of the interview are crucial to the outcome, both from the point of the interviewee and the interviewer.

- Ensure a firm hand shake at the start of the interview and make good eye contact
- Bring your C.V. to the interview to refer to during the interview
- If unsure of a question asked, ask them to rephrase the question or if you are completely stuck, ask to come back to the question at the end of the interview
- Have an awareness of your body language – no fidgeting, shuffling
- On completion of the interview, thank the panel for taking the time to interview you and ensure that you leave with a final good handshake at the same time making good eye contact

BE BRIEF AND TO THE POINT, BE POSITIVE, BE HONEST AND REMEMBER TO SELL YOURSELF !!!



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**BEST OF LUCK WITH YOUR INTERVIEW
FROM THE SOUTHSIDE LOCAL EMPLOYMENT SERVICE TEAM!**