

## Before the interview

- Check the location of your interview; consider transport and travel time.
- Personal appearance should be neat but not overdressed; keep jewellery to a minimum
- Make a list of anticipated questions and rehearse and/or prepare answers
- Compile a list of questions which you might be invited to ask; e.g. duties, conditions of service, job prospects, location of job, salary scale, etc.
- Research the company in terms of what it does or what it produces, its size, structure and where or how it operates.
- Try to focus on the interview but control nervousness and anxiety.
- Remember interview etiquette.

## How to prepare:

Tick the best answers

### To find interview location

- |  |                          |
|--|--------------------------|
| Look at a map                                | <input type="checkbox"/> |
| Ring the company and ask the best route      | <input type="checkbox"/> |
| Find out from Bus/Luas/Train/DART/timetables | <input type="checkbox"/> |

### Personal appearance

- |                              |                          |
|------------------------------|--------------------------|
| Bright colours               | <input type="checkbox"/> |
| A nice neat suit             | <input type="checkbox"/> |
| Jeans and a nice clean shirt | <input type="checkbox"/> |

### Practice/rehearsal before Interview

- |  |                          |
|--|--------------------------|
| Practice answers with a friend/family member | <input type="checkbox"/> |
| On your own                                  | <input type="checkbox"/> |
| In front of a mirror                         | <input type="checkbox"/> |

### Research the company

- Look them up on the Internet
- Ask someone who works there
- Telephone the company

### Controlling nerves and anxiety

- Arrive 20 minutes early
- Have a drink before the interview
- Bring a friend/family member

### Interview Etiquette

#### Entering the room

- Sit down and say hello
- Wait to be offered a seat
- Shake hands with the interviewer

#### Make-up (women)

- No make-up at all
- Just a little
- Lots of bright make-up

#### Which of these questions should you not ask?

- What hours will I be expected to work?
- How much will I get paid?
- What holidays will I get?

### Self-Appraisal Before an Interview

**As well as education, skills and qualifications the interviewee will be assessed on the following aspects. How would you rate yourself?**

appearance	_____
manners	_____
speech	_____
intelligence	_____
common sense	_____
judgement	_____
values/work ethic	_____
initiative	_____
resourcefulness	_____
confidence	_____
personality	_____
experience	_____
ability	_____

#### **Key**

Excellent	5
Very Good	4
Good	3
Fair	2
Poor	1