

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

Finding the interview location

- Look at a map.
- Ring the company and ask the best route.
- Find out from Bus/Luas/Train/DART/timetables.

Personal appearance

- Bright colours.
- A nice neat suit.
- Jeans and a nice clean shirt.

Practice/rehearsal before Interview

- Practice answers with a friend/family member.
- On your own.
- In front of a mirror.

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