

The Interview

The interview is your opportunity to elaborate on your CV and experience. Your meeting with the company representative will enable you to sell yourself and your skills.

Be Prepared

Your presentation is what creates the first impression...and first impressions last!

So remember to dress smartly, cleanly and professionally. Remain as calm as possible. Greet your interviewer with a smile and a firm handshake.

There are many different types of interview from conversational, situational, fixed questioning and many more. You may even be asked to sit an aptitude or psychometric test. Remember to remain calm, approach each answer honestly and give as much detail as you can without waffling. Be sincere.

Do Your Homework

There is no way you can study for any aptitude or psychometric test but you can prepare for the interview.

- Firstly, familiarise yourself with the company's location and how you will get there.
- Be sure you know who to ask for - the correct contact name and that person's job title.
- Know the company's products and services.
- How many years have they been trading?
- Do they have sister companies?
- Where is their head office?
- How many employees do they have?
- Take a look at their website.
- Know your CV in detail - examination results, achievements and any special skills. Associate the relevancy of these with the position you are applying for.
- Know the job description. How does your current experience compare?
- Be inquisitive - have some questions prepared. Don't be afraid to ask questions. The more information you can gain from the interview, the better you can judge the company and the position.
- Remember - Be yourself. There is no point in overselling or being untruthful. It is the 'true you' that the company wants to see.

Commonly Asked Interview Questions

1. Describe your main duties and responsibilities in your current/ most recent position?
2. What computer skills/packages have you worked with?
3. What did you enjoy most about your last position?
4. What are some of the things in a job which are most important to you and why?
5. What attributes do you feel you have that would benefit our company?
6. Why are you interested in this position/company?
7. Why are you leaving your current position?
8. What have you been doing while you have been unemployed?
9. Do you have any plans to further your education?
10. What are your short term/long term plans?



Tips & Advice for CVs & Interviews



Dublin:

46 Dawson Street, D2. T: 677 9332 F: 679 8699
3 Sandyford Village, D18. T: 294 3214 F: 294 3215
254 Swords Road, Santry, D9. T: 862 3456 F: 862 3434
St. John's Hse, Tallaght Village, D24. T: 461 0740 F: 461 0870

Cork:

2nd. Floor, 6 Princes St, Cork. T: 021 422 2179 F: 021 422 2180

Waterford:

2nd. & 3rd. Floor, 5 Barronstrand Street, Waterford.
T: 051 844 722 F: 051 844 723

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www.noelrecruit.ie

**Office & Secretarial/ Hotel & Catering
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Your CV

Preparation & Presentation

Your CV is the single most important document you possess. The presentation and contents are the key elements that encourage potential employers to seek more information.

A CV should be an easy to read, clear, concise and factual document that contains enough information to make you stand out above the other potential candidates.

However, your CV should be an honest declaration of your experience and qualifications. It should be consistent in terms of dates and details i.e. there should be no gaps which may provide reasons for the interviewer to raise queries. For example, you should account for all work experience and education (even periods of time when claiming Social Welfare).

Preparing your CV is not an easy task but it is an essential job finding tool without which you will find it very difficult to get a job.

The guidelines in this leaflet are intended to help you put your CV together as well as providing some tips on presentation and interviews.

The Layout

There is no set layout to a CV as long as it looks well. The suggested and most used format is as follows:

Personal Details

Education

Special Skills

Employment to date

Personal Details should simply contain your name, address and daytime contact number. All other information is optional.

Education should be in order - current details first. Even if you have a Degree or Diploma, there is still a need to list your Leaving Certificate results.

Special Skills are what you believe you possess. Include any experiences that you believe you have benefited from. Include all your skills which would benefit the workplace.

Employment, as with education, should be in order of current details first. Prioritise your space. Give as much detail on your most recent employment as possible as this will be the most relevant. There is no need to elaborate on any summer jobs that you had 5 years ago.

Cover Letter

Remember your CV is not an invitation to write an essay about yourself! It should not be more than 2 or 3 A4 pages and should include a cover letter.

There is no need for front pages, binders or fancy script / typefaces. Keep it professional, concise and to the point. The cover letter should include:

1. **The position you are applying for**
2. **The reasons why you believe you are suitable for this position**
3. **An indication of your key skills**
4. **A thank you to them for taking the time to review your CV.**

Sample CV

The following is a draft copy of a CV, which bears no relevance to any individual or position. It is merely a guideline for you to follow.

Personal Details

Name Joe Bloggs
Address 123 Grove Lane, Dublin 8.
Telephone 1234567
Date of birth 01/01/99

Education

1996-1998 Diploma in Business Studies DIT,
College of Business, 123 Town Street, Dublin 8.

Results

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1995-1996 Certificate in Office & Computer Studies,
FAS, Oldtown Street, Dublin 7.

Subjects Results

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1993 - 1995 Leaving Certificate, St. Anne's School, Dublin 8.
7 Honours / 3 Passes.

Subjects Results

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Special Skills

I believe myself to possess excellent interpersonal skills. I enjoy working in a team and using my initiative. During extensive travel through France in '95, I feel I gained a wealth of experience of the culture and the people and have conversational French. I also work at weekends in St. John's Hospital as a voluntary care worker.

Computer Skills

MS Word, Excel, Access, Powerpoint, Lotus 123, Desktop Publishing, Internet, Email. Type at 30wpm and Shorthand 70 wpm.

Work Experience

1998 to date The Computer Company,
10 Main Street, Lucan, Co. Dublin.

Position Office Junior

Duties

Backup to Receptionist, Coral switchboard, greeting and meeting customers and clients, using paging system, copy and dictaphone typing for MD and management team, faxing, filing, helping to process reports, updating sales records.

Sept '93 - May '94 The Hotel, Santry, Dublin 9.

Position Receptionist

Duties

Backup to Receptionist, Coral switchboard, greeting and meeting customers and clients, using paging system, copy and dictaphone typing for MD and management team, faxing, filing, helping to process reports, updating sales records.

Hobbies & Interests

I enjoy
I am a member of.....

Referees

Joe Bloggs,

Manager, The Hotel, Dublin 9. Tel: 1234567

Ann Ryan

Principal, St. Anne's School, Dublin 8. Tel: 9876543