



Coiste Gairmoideachais Chontae an Chabháin  
County Cavan Vocational Education Committee

## **Cavan Adult Education & Guidance Service**

### **Summary sheet – Job Interview Factsheet**

Interviews are a fact of modern life and interview skills will be used by us all many times throughout our lives. Interviews are difficult at the best of times and there are few people who look forward to the experience. The interview should not be thought of as a test, the interviewer is really only trying to find out three things about you

1. Can you do the job ( do you have the skills, experience and personality for the job)
2. Will you do the job (How motivated are you?)
3. Will you fit in? (How flexible are you?)

### **Before the Interview**

- Interview preparation is very important, the better prepared you are the less likely you are to feel nervous
- The first stage of planning is to collect all the information you can about the vacancy and the organization. Online searches, industry publications and maybe speaking to someone currently in the role all help
- Analyse the job – read over the job description and person specification. Underline or mark the words which mention the main activities of the job and make notes to show you have gained experience in all of these activities.
- Revisit the information that you provided on your application form, adding more and different examples as appropriate
- Maybe get a friend do to a mock interview with you, asking you common interview questions that you are likely to face. Cavan AEGIS can provide mock interviews for our clients.
- Plan your route to the interview, make sure you know where you are going, how to get there and who you are meeting with.

- Remember to relax – you are there because your initial approach whether through application form or CV has interested the employer enough to want to know more. Whatever you have said so far has worked.

### **During the Interview**

- Keep Focused- listen to the questions being asked and answer as best you can. If you are unsure ask them to clarify the question again.
- Give concrete examples to illustrate skills or qualities you may have , do not lie
- Your appearance should be smart but comfortable
- Try to sit calmly and keep eye contact at all times
- Keep a positive attitude
- Do not talk too fast because of nerves, pause often
- Answering questions – Speak slowly and clearly
- Asking questions – Ask questions of the interviewer but be careful not to ask things that were asked during the course of the interview
- Go in ready to shine

The most common mistakes at Interview are

- Not answering the question fully or properly – answers may be too short or just lots of waffle
- Not showing any excitement or enthusiasm for the job
- Not being clear about their skills and abilities – being too vague or modest
- Using pretentious language or jargon instead of normal speech
- Not showing that they have fully considered all aspects of the vacancy (e.g.) indicating a dislike of paperwork when it is obvious that it is a large part of the job on offer
- Having a sloppy appearance or too relaxed an attitude to the vacancy

### **After the interview**

Now that the interview is over think honestly about how it went.

If you have not been successful do not despair, your performance may have been good but someone else's may have been better on the day. Try and obtain feedback from the interviewer. Look at the interview itself as having been a learning experience that will help you for your next interview

Finally, the very best of luck with your interview!