

Tips on how to prepare for a Job Interview



- Be clear about why you want the job and show a good knowledge of what the company does, including the job description
- It is essential to know your Curriculum Vitae (CV) thoroughly; it creates a bad impression if you're not able to elaborate on qualifications, interests and experience
- Have a list of questions ready to ask; try to anticipate what you will be asked and practice your answers
- Presentation is very important. You should dress suitably for the interview
- Arrive at least 15 minutes early
- Make eye contact with the interviewer and greet them politely
- Be honest about why you want the job or have left a previous job. If you are leaving an old job, be positive about the reasons for your decisions
- Take all interviews seriously no matter how informal they may seem
- Acknowledge weaknesses but present them as strengths
- Expect the unexpected like very awkward questions or a sudden requirement to demonstrate skills
- Be positive, be confident and smile

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