



Blue Moon

Communications

HOW TO PREPARE FOR INTERVIEW

1. PREPARATION STARTS WITH RESEARCH

- a. Research the job description online. That way you'll understand ALL of the requirements.

Quite often people have done a job in one company and assume that is all they need to know. But often companies will take a wider or narrower perspective on job criteria.

- b. Research the company itself and create a profile of the company.

Research the company's website and write out the basic details of who they are and what they do.

Remember to note what their brand says about them.

You can go to Google.ie and it will show you any newspaper articles that there are about them.

2. REVIEW YOURSELF

- a. Read through the CV you sent to the company to be sure that you are comfortable talking through anything that you have mentioned. A great way to do that is to ask one of your friends to go through your CV and ask you questions about it.
- b. Google yourself to see if there is anything on line that might show you in a bad light.
- c. Facebook – Remember to put your security to maximum to ensure that only your friends can access your information.

3. KNOW WHAT AN INTERVIEWER IS LOOKING FOR

Interviewers are looking for three basic things in the person that they hire to do the job:

1. Somebody Who Has The Ability To Do The Job

So plan to give them the information that shows how capable you are.

- Review the CV you sent to them and write down all of the job specific skill sets you included.
- Practice telling a friend about the jobs you have done and how you applied these skills to each position you held.

2. Somebody Who Can Communicate With Ease

- You can demonstrate that by answering questions in an intelligent and logical way.

So by talking about what you have done in the past and advising them of the skills you used or acquired along the way they will know that you have a logical mind that gives information in a way that's easy to understand.

3. Somebody That Their Team Will Enjoy Working With

These are your inter-personal skills and interviewers like to see that you are not too shy but not over confident either!

Be nice, polite and interested in what you are being asked.

And most of all look and act like somebody who will fit in with their company.

4. HOW TO ANSWER THE QUESTION THAT EVERY INTERVIEWER ASKS

Tell Me About Yourself...

The question 'Tell Me About Yourself' is an interviewer's way of finding your strengths and weaknesses before it seems like the interview has actually begun!

But if you know how to answer this question it can set you up with a really great start. You will feel more confident and capable and will show the interviewer that you would be a great 'fit' for this position.

An Interviewer Needs To Hear That:

- a. You have skill sets that fit the job.
- b. You have transferable skill sets that would be an advantage in the job.
- c. You have a nice personality and will fit in with their team.

Remember it's not about what you want to tell it's ALL about what they need to hear.

Here's how to create your answer to the question: "Tell Me About Yourself":

1. Personal Information

You need to give them some personal information about yourself that shows you and your personal life in a positive way.

2. Your Employment History

Mention the 3 jobs that are most relevant to this employer or jobs where you learned transferrable skills that would be an advantage to this employer.

* ALWAYS talk about past employers in a positive way and say that you enjoyed the job.

3. Your Hobbies (Or as I like to call this one "what motivates you".)

Say what your top hobby or past-time is and mention how it either motivates you or helps you relax from work.

4. Your Aspirations

Do mention aspirations or plans for the future that are positively related to this job.

DO NOT mention plans for the future that would not be a good fit with this job.

EXAMPLE – How To Answer The Question -Tell Me About Yourself

1. Personal Information:

My name is David Kerr and I live in Dublin... I have a gorgeous partner and two children aged 4 & 6 who take a lot of organising, so my time management skills are constantly in use!

2. Your Employment History

a. If You Are In A Long Term Career:

I've worked in (this job) for (period of time).

Name the top 3 positions that would be of benefit to this employer.

After each one mention the skills which were most valuable.

Then say what was best about the job.

b. If Your Career Has Taken A New Direction:

I've worked in (type of job) for (period of time)...

Name the positions you had that fit closest to the job you are being interviewed for.

Discuss the skills you learned from these jobs which would be of value in the job you are being interviewed for.

Explain that this job is something that you have always wanted to do so that although you lost your previous job you are delighted by the new opportunities that that have created.

Mention your personality traits that will be advantageous to this position such as energy and enthusiasm.

3. Your Hobbies

Rather than just say I like travelling or reading or sport, specify what the plusses are in each, with transferable skill sets that match the job.

e.g. I like travelling.

"Everyone always leaves the booking etc up to me because I'm great at getting the best price there is and I like to find out everything in advance so that we know where to go etc."

e.g. I love to read.

"I tend to read 'xxxx xxxxxx' type of books because when I'm at work I tend to be very concentrated and focused so it's nice to have some down-time".

e.g. I like walking.

"When I'm at work I was always the person that people came to if they needed help so it's a great time to problem solve without interruption".

e.g. I am a member of a sports team.

“I really enjoy the people I’m on the team with. The sport is a great stress buster and keeps me fit and no matter if we win or lose there’s always a great sense that we did our best”.

4. Your Aspirations

Your aspirations are very important too because an interviewer wants to know that if they give you the job they will have someone who is going to stay with the company rather than leave if a better opportunity comes along.

NOTE: It never looks good to say that you don’t have any aspirations or plans for the future because it shows a lack of focus.