



CONFIDENCE FOR INTERVIEWS

By Maria Lynch

If you lack experience, interviews can be quite nerve-racking. Here are some key pointers to help build your confidence for Interviews.

Prior to the Interview you want to make time for planning and preparation.

Familiarize yourself with the job description to remind yourself of the selection criteria for the role, information about the organization so you will be able to demonstrate your knowledge and interest in working for them.

Familiarize yourself with your CV. Make sure that you can talk about everything mentioned in a way that draws out your competencies and their relevance to the role.

Prepare and rehearse answers to standard interview questions. For example, 'What's your greatest achievement?' and 'What are your key strengths?' 'What are your weaknesses?' etc.

Have examples ready. Many interviewers will ask you to give examples of how you've handled situations in the past to assess your capability or ask you questions based on different scenarios. For example, 'What is the most stressful situation you have been in and how did you handle it?' 'How do you manage conflict?' Prepare in advance for any questions you may find challenging.

Make a well-informed career decision. Remember that the interview is also an opportunity for you to gather information to assess whether the role, the company and the culture and working environment will suit you. Prepare a list of the things you need to know to be able to make an objective assessment of the job as a suitable career opportunity.

The perfect performance during the Interview requires you to make a positive first impression and to establish a rapport with the interviewer.

1. Know exactly where the interview is taking place and whom you are meeting. Plan your journey in advance.
2. Turn up at least 15 minutes early so you have time to compose yourself and relax.
3. Make sure you are well groomed, appropriately dressed for the occasion, and display confidence.
4. When you first meet the interviewers (or the panel) introduce yourself in a relaxed but confident manner. Be polite and friendly. Stand up (if you are sitting), make eye contact, smile confidently and shake their hand when offered.

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5. Listen carefully to what is being asked, and ask for clarification if you are unsure of the question. Be specific with your answers. Avoid long winded answers that don't support the answer to the question.
6. Deal with the cultural pressures of underselling yourself. This might be your one and only chance to demonstrate you are the candidate they are looking for.
7. Be aware of your body language. Keep your composure at all times.
8. If they ask you about skills and knowledge you don't have, say so – never make things up for the sake of answering a question. Just keep calm and focus on the next question.
9. At the end of the interview ask what the next steps in the recruitment process are and when you're likely to hear the outcome.
10. Restate your interest in the role.
11. Thank the interviewer (or the panel) for seeing you.

If all these feel too daunting don't worry, help is at hand. In a one-to-one interview preparation session with Maria you will have the opportunity to practice different aspects of the interview process.

Maria will give constructive feedback. She will help you prepare by conducting mock interviews; help reframing answers to standard questions and brainstorm together questions you think they'll ask for the specific role you are applying to. She will assess your performance, paying particular attention to any nervous habits you might not be aware of. Maria will help you practice answers that reflect your choices or past actions in a positive light and help you reconnect with your strengths so you have the confidence to present yourself making a positive lasting impression.

Confidence for Interviews appointments take a minimum of two hours.

Location Emmaus Retreat Centre.

Please contact Maria on maria@motivatedjoyfulliving.ie directly to book an appointment.

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