

Interview Skills Briefing



Programme Objectives

- To explain the purpose and nature of interviews
- To highlight the preparation required
- To suggest answering styles
- To outline potential pitfalls at interview
- To provide individual advice (optional – extra half day)

9.30	Introductions + small group work on issues arising from previous experience of interviews.
10.15	Understanding the structured interview. Preparation required.
11.00	Break
11.15	Analysing the requirements of the vacancy. Relating current knowledge/skills/experience to these requirements.
12.00	During the interview <ul style="list-style-type: none"> • Answering style • Understanding what the interviewer wants • Dealing with difficult questions
12.45	Do's and don't's Q & A
1pm	Conclusion and close
2 – 5pm	Individual advice (optional)





Optimum Results Ltd. The Business Centre Blackthorn Business Park Coe's Rd., Dundalk Co. Louth, Ireland
T | +353 42 933 3033 F | +353 42 933 3233 E | info@optimumresults.ie W | www.optimumresults.ie