

Interview guidelines

If you are invited to attend an interview for a role at Musgrave, here are some interview tips and guidelines for you!

At Musgrave we aim to create a professional and welcoming environment throughout the recruitment process. As the interview stage is the first step to building a strong working relationship with you it is important that we are both prepared. It can't be overstated that preparation before your interview will greatly increase your ability to do a great interview and increase your chances to move to the next stage of the recruitment process.

Here you will find some very important tips to bear in mind before your interview and during it:

Preparation

- Get to know our business, visit our stores and study our company literature, choosing from a variety of sources e.g. our website, annual report. Know what interests you about the company and why you applied.
- Understand our values and how important they are to us – do they fit in with your values? Tell us why.
- Research the work we do in the community and if its something your interested in, let us know
- If you know somebody who currently works with Musgrave or who has worked here in the past, ask them about the company culture, philosophies and structure.
- Read through your CV or application form before the interview, as we are likely to base the questions on the information you have given.
- Draw up a list of your strengths and development needs in relation to the job so you are prepared to answer any question of this nature.

- Think about how you would describe yourself and your experiences in and out of work—be prepared to give examples of occasions when you showed or used particular skills, knowledge and attributes relevant to the position.
- Dress appropriately to portray an image of professionalism; it will help your confidence!
- Give yourself ample travel time to get here.

During the interview

- Be confident but relaxed, we understand interviews are daunting to some
- When asked a question, pause to compose a concise and relevant answer.
- Be engaged in the two way conversation. Recognise your non-verbal signals such as eye contact, facial expression, and gestures.
- Speak clearly and listen closely.
- Be sure to volunteer information and elaborate on an issue if prompted by the interviewer.
- Don't make assumptions about the way you should respond. If you try to guess what the interviewers are looking for, you may be wrong. It is usually best to be yourself, and respond honestly. Remember that it's not in your interests to get a job to which you are not well suited.
- If you do not understand a question, ask for clarification.

The interview is a two way process so come prepared with questions you need answered on the role, company or the interviewer.

Musgrave Group Plc

Musgrave House, Ballycurreen, Airport Road, Cork, Ireland

Tel +353 (0)21 452 2100 | Fax +353 (0)21 452 2244 | www.musgrave.ie