



Galway Rural Development

**Tips and Advice on
Seeking Employment**

**Guidance and Advice on CV preparation, Job
Interview Skills and Job searching**

INTRODUCTION

Galway Rural Development has produced this booklet as part of the SICAP Programme. It provides tips and guidance on putting together your Curriculum Vitae (CV) preparing for job interviews and job searching. This booklet is a guide only and you may need to seek further information from other sources referred to in the following pages.

For more information or guidance on any of the topics, please contact one of our Development Officers at your local GRD office. We are here to support you.

The Social Inclusion and Community Activation Programme (SICAP) 2018 – 2022 provides funding to tackle poverty and social exclusion through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

SICAP addresses high and persistent levels of deprivation through targeted and innovative, locally-led approaches. It targets and supports those who are disadvantaged in Irish society and less likely to use mainstream services and assists both individuals and groups.

Galway Rural Development cannot be held responsible for any inaccuracies within.



Riailas na hÉireann
Government of Ireland



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Contents

Tips and guidance on the skills needed to make successful job applications

Introduction to SICAP.....	1
Tips and Guidance: CV Do's and Don'ts	3 -6
Tips for Constructing a Good Personal Profile Summary or Statement.....	7 -8
Tips and Guidance: Filling in Gaps on Your CV.....	9 -12
Tips and Guidance: Cover Letters.....	13
Preparing for Job Interview Questions Using the STAR Approach.....	14
Tips and Guidance: The 5 steps of an Interview.....	15 -18
Tips and Guidance: Phone and Video Interviews.....	19 -21
Job Searching: Where Do I Start?.....	22 -24
Useful Job Searching Websites.....	25 -26
References and further information.....	27

Tips and Guidance: CV Dos and Don'ts

The order of your CV can vary, but leading expert Sinead English says: **“Lead with your best cards, get to the good stuff first.”** Put the most relevant information at the beginning of your CV; don't wait until the end of page two to highlight your relevant key skills and competencies.

(Sinead English, CV & Interview 101)

Remember:

- A CV is what differentiates you from others.
- A CV is an opportunity to sell yourself to the employer.
- It's your future! Put the appropriate time and effort into preparing and updating your CV.

General Guidance
Do
<ul style="list-style-type: none">• Keep it simple.• Write it once and then rewrite it: a first draft will help you refine your CV.• Make it clearly presentable and easy to read.• Keep it relevant. It should be about 2 pages if possible.• Proofreading is important! Check it and check it again. If you can, ask someone else to proofread it as well.• Remember to mention key skills that are relevant to job description.
Don't
<ul style="list-style-type: none">• Don't use photos, colour paper, or fancy fonts.• Don't go over two pages unless you are in a medical or academic profession.• Don't lie. You have to expand on your CV in an interview and you may get caught.

Personal Information and Profile/Summary

Do

- Make sure it's relevant to the job description. Keep it short and to the point, highlighting key skills required. Much like a cover letter, it's the first part of CV that an employer reads, so highlight how you can add value to employer.
- Use bullet points.
- You can change your profile summary to suit different jobs as you apply for them.

Don't

- Don't include personal details. Dates of birth and children's details aren't needed.

Key Skills and Expertise

Do

- List the key skills outlined in the job description. Make sure to use the same key words; your CV could be scanned by a computer system looking for specific terms.
- This section can appear either at the start or the end of the CV.

Education and Training

Do

- Write this section in reverse-chronological order. This means you start with your most recent course and work backwards. Keep it relevant.
- Use bullet points.
- Keep it positive. Highlight achievements in your education, and note any current professional development.

Don't

- Don't omit dates. Detail the months and years you were in education and training.

Work, Career, or Professional Experience

Do

- Your Employment History section should be in reverse-chronological order. Start with your most recent job and work backwards.
- Use bullet points. Keep your sentences short and do not write long paragraphs.
- Be positive. Highlight employment achievements. Name figures, organisations, and target groups you have worked with to show evidence of your success.
- Highlight skills relevant to the job description and back them up with an example.
- Keep your employment history up to date.
- Give detail on your previous employer and link to their website.

Don't

- Don't use abbreviations and initials. Use company names when possible.
- Do not include your current salary or expected salary.
- Don't leave any gaps in your career. If you do have big gaps in your employment history, read the section "Tips and Guidance: Filling Gaps in Your CV."
- Don't omit dates. Detail what months and years you were in employment.

Interests and Achievements

Do

- Make some of your hobbies and interests relevant to job description. Show how even in your personal time you are keeping your skills active.
- This is another opportunity to promote your skills to employer, and it will help them remember you!

Don't

- Don't exaggerate the truth to sound impressive. If you say you are, for example, a champion rower and you're not, this may be brought up in the interview. You never know what your potential employer's interests are!

References

Do

- Say you have excellent references available on request.

Don't

- But don't list references unless specifically asked.

Tips for Constructing a Good Personal Profile Summary or Statement

“Think of the summary as a snap shot of your skills, accomplishments, and knowledge” (careereducation.columbia.edu).

A Summary profile/ statement is a professional introduction that you add to the top of your CV to highlight your skills and experiences. The summary can help employers quickly learn whether you have the skills and background they require (indeed.com/career-advice).

By following this easy step by step method you can construct a comprehensive Personal Profile in a systematic manner that showcases your relevant skills, competencies, and valuable experiences, and matches the job description. State:

- **Who you are,**
- **The skills you offer,**
- **The value you can add to the employer.**

You can amend this summary easily when applying for different jobs. Furthermore, you won't forget the important stuff!!

Example:

- **Who you are:** "An experienced secretary, keen to return to an office administrator role following a short career break to raise a family."
- **Skills you offer:** "Combines extensive industry expertise with recent completion of a course in Payroll and Accounts."
- **Value you can add:** "Previously delivered significant cost reductions by renegotiating office supplier contracts and minimising wastage. Now aiming to deliver similar results in a challenging new role."

(CV and Interview Workshop presentation and Pack, GRD)

Profile Summary Writing Tips

- Mention how many years' experience you have, its relevance to the job and the number of years you have worked in the area.
- Profile Summaries are usually four sentences long and no more than six.
- If you use bullet points in the summary, use a maximum of 3 to 4 bullet points. A bullet point should be no more than 2 lines (English, 2019).
- Summarise your relevance to the role. You must keep the summary relevant to the job you are applying for.
- Back up statements with supporting evidence. This will show an employer what you can do for them and the benefit of employing you.
- Depending on where you are in your career, put your strongest cards first .Leading expert Sinead English highlights this by using the following examples:
 - If you are newly qualified in your field mention your education, work experience, and the skills you demonstrated.
 - If you have changed careers mention how you have reskilled in this area and the training and education you have obtained.
 - If you have years of experience mention the key words/skills relevant to the job description, and show you have them with examples.
- Avoid CV clichés. These include phrases like "works well independently", "a great team player", "a hard worker", "a fast learner", "strong attention to detail", and so on.

Remember, you want to tell them:

- **Who you are,**
- **The skills you offer,**
- **The value you can add to the employer.**

Tips and Guidance: Filling in Gaps on Your CV

Why is it important to fill in gaps on your CV?

- It shows and highlights how you used or are currently using your skills and competencies.
- It describes how you kept busy by highlighting what you were doing and how you used or are currently using your skills and learning new ones!
- If you leave a gap in your CV the employer may question or even make assumptions about what you were doing during this time: so explain! Tell them what you were doing and what skills you obtained.

How can you fill these gaps?

Gaps can be filled with unpaid work as well as with paid work. Here are some examples of how you can eliminate gaps in your CV:

- Casual Labour such as helping family and friends.

Casual Labour

Including casual labour shows the employer you're actively using your skills.

Do

- You can mention working on the family farm, and time spent actively supporting the family business.
 - If you are a carpenter, electrician, IT technician, or a similar trade profession, highlight how you used your skills during this gap.
 - Any other business support. If you were self-employed for a period of time explain what you did.
- Support work such as caring for a family member.
 - Volunteering.
 - Training and upskilling.
 - Job searching and networking.
 - Travelling.

Support and Caring Work

Support and caring work shows the employer you have strong multitasking skills.

Do

- If you took a career break to care for family or to be a parent mention the years you took this time.
- If you're applying for a carer position and have cared for a family member you can talk about the tasks you performed as long as they're relevant to the role.
- If you were doing or had previously done a similar job before, say that you have actively enhanced your skills and knowledge during this time.

Don't

- Don't give too many details explaining or justifying the amount of work you did as a parent or carer if it's not relevant.

Volunteering

Like casual labour, volunteering shows the employer you're actively using your skills.

Do

- Include any unpaid work. This is work experience as well so include it in your CV.
- Name relevant skills that you maintained or enhanced. Back all skills up with an example. This can also be included in the work experience section.
- Mention internships and work placements completed.
- Name practical experience to highlight key skills: e.g. Leadership and Organisational skills: setting up a local committee to organise the establishment of a Men's Shed in my area.

Don't

- Don't be vague. Nameless figures and undefined success makes your skills sound unconvincing to the employer.

Training and Upskilling

This shows the employer that you are committed to further upskilling and training. It shows an aptitude for online training as you have expanded your knowledge through virtual training and improved your technological skills.

Do

- Include this in the Education Section of your CV as well.
- Include Online Training and all courses during this gap - both short and long.
- Mention if you have participated in online webinars to further advance your knowledge on a particular topic. Name the webinars if they are relevant.
- Mention any research projects undertaken.
- Mention time spent studying abroad.
- You can avail of the free online courses available through GRD and other online training institutions during this time. Contact GRD for more info.

Don't

- Don't use months if it's a big gap. Use years instead.

Travelling

Travelling can highlight key skills like planning, organising, and researching. It shows the employer that you are determined, eager to complete tasks, and work well in a team.

Do

- Highlight what you did when travelling and mention how, during this amazing experience, you maintained your key skills and learned new ones.
- If you volunteered while travelling, mention how you used particular skills to support the charity or organisation you were working with.
- Make sure all skills mentioned are relevant to job you are applying for!

Don't

- Don't add details of the route you took or any other irrelevant information.

Job Searching and Networking

Networking displays an interest in enhancing your social connections and knowledge within your profession.

Do

- If this comprises a small gap in your work history, you can simply say you were searching for employment.
- You could describe this time as a period of training and upskilling instead.
- You can also say that you were networking with potential employers or professionals via LinkedIn, networking events, and webinars.

Don't

- Don't describe this period as job searching or networking if the gap is large. Your employer may wonder why you couldn't get a job.

Remember: When you name a skill, back it up with an example!

This will make your story more interesting and more convincing for the employer!

Make sure the skill you are naming is relevant to the job description outlined by employer.

Tips and Guidance: Cover Letters

Cover letters explain why you want the job and what makes you the right person for it.

Paragraphs	Tips
Opening Paragraph	
<p>1. Say which position you are applying for and where you saw the position advertised.</p>	<ul style="list-style-type: none"> • Mention the company's name throughout - you want to join their team after all! • Remember to watch your spelling.
Middle Paragraphs: 2 or 3 and short	
<p>2. Say why you are applying for the position and what you know about the company.</p> <p>3. Highlight key skills that are relevant to the position and would add value to the employer or company.</p>	<ul style="list-style-type: none"> • Knowledge about the company shows you have researched them and are interested in joining them. • Summarise your work experience and its relevance to the role. • Education and training can be included here if it's relevant.
Closing Paragraph	
<p>4. Emphasise your availability for interview. Say you would welcome the opportunity to further discuss how you can benefit the company. Thank them for their time and say that you look forward to hearing from them.</p>	<ul style="list-style-type: none"> • Think of it from the employer's point of view: how can you contribute to their company? • End on a strong and positive note.

Preparing for Job Interview Questions Using the STAR Approach



By using this step by step method, you will be able to highlight your skills and answer each question in a systematic manner, without forgetting the important stuff!

S: Situation

Describe a situation or problem you were faced with. Keep your examples recent and relevant to the question,

T: Task

What task did you have to complete in this situation?

A: Action

What action did you take to complete this task and why did you act in that way? What challenges did you face?

R: Results

What was the result?

Remember:

- Connect how this skill is of value to your potential employer.
- When answering, remember that the interviewer wants to know what you as an individual delivered and achieved. Avoid over-using "we" examples.

Tips and Guidance: The 5 steps of an Interview

1. Opening statement/Introduction

"Tell me about yourself. Tell me about your CV. What do you know about the company?"

- The "tell me about yourself or your CV" question is also known as the CV Screen.
- This means you need to highlight how you meet the list of requirements on the job description (English, 2019).
- Emphasise the skills you have that they need. Show them you can do the job.
- Use the information you have prepared in your cover letter and profile summary to highlight the key skills, work experience, and education relevant to the position.
- You need to tell them about as many achievements as you can in the smallest amount of time possible. Remember: you are giving them a short summary.
- They don't want to know about your personal life, family or hobbies.

Leading Expert Sinead English highlights the following steps:

- **Work Experience:** Start with your current role and work backwards. Mention how each is relevant to the job you are interviewing for
- **Skills:** Mention the relevant skills and competencies.
- **Education:** Summarise your qualifications and explain how they're relevant.
- **Finish on a strong note:** Make it about what you can do for them.
- You need to show that you are interested in the job and enthusiastic about joining their team. Show them that you have thought about why you want to work here.
- There are 5 areas you need to research: competitors, where the company makes their money, recent company developments, key challenges the company faces, and the employees.
(English, 2019).

2. CBQ

Competency Based Questions or Behavioural Interviewing

- This makes up the bulk of the interview. It's the main part where you highlight your relevant key skills, work experience, and education.
- Tell them your skills such as whether you're a team worker, diligent, or work on own initiative. You must have examples to back these up.
- Remember to use STAR - Situations, Tasks, Actions, Result! Refer to the STAR section for a refresher on how to use it!
- Connect how each skill is of value to your potential employer.
- When answering, remember that the interviewer wants to know what you as an individual delivered and achieved so avoid over-using examples of 'we'.
- Expect Case Study Questions such as "what would you do in this scenario." Again, use the STAR method for these.
- When the interviewer asks how you handle conflict, teamwork, or leadership, they want specific examples of experience so they can measure how you might handle a similar situation within their organisation (Indeed.com).
- Remember nameless figures and undefined success can make answers unconvincing.
- Quantify your success: mention the number of people benefitting, names of people involved. Quantify clients and contacts. This makes story more interesting and will help the employer gauge your success.
- As there are many questions, don't spend too long answering. Keep your answers concise using the Star Method.

3. Strengths and Weaknesses

Strengths:

- Highlight your strengths with other people's perspectives. For example: "feedback from previous employers/family/friends is that I am trustworthy and I have good interpersonal skills." Remember to give an example that illustrates this.
- Link your strengths to the job description. Showcase their relevance.
- Always back your skill up with an example. You are being confident not cocky or arrogant.
- Focus on quality, not quantity

- Select three to five of your individual strengths to focus on and prepare answers for the interview. Consider the skills required in your industry and identify personal strengths that complement them (Indeed.com).
- Identify stories you can share to demonstrate previous experiences. Start by directly answering the question, then follow that up with a personal statement.

Weaknesses:

- Name an area that you needed to upskill in and state that you did a training course to enhance your skills and knowledge. This shows you're willing to learn and to expand your skills. You are therefore turning a weakness into a potential strength!
- Now is not the time to be modest; it's time to highlight your best skills and competencies so don't name a weakness without showing how have made improvements.

4. Any Questions?

- "In a year's time where do you think this role will be? When will I hear back from you?"
- Ask a question that shows you are interested in the company and joining the team, and how you will fit in with the structure of the team.
- Mention a company achievement that was in the media such as a news article about funding or expansion and how this will impact the company or your position (English 2019).
- Don't ask a question that makes you sound difficult
- Questions about things like flexible working hours can wait until you get the job!
- If don't have any questions, don't just say no. Be polite. Say that you have done a lot of research and you don't have any questions at this stage (English 2019).

5. Closing Statement:

- Finish on a positive note so the overall impression is strong and shows your determination to get the role. Even in the last minute of the Interview show how you have the skills to do the job successfully.
- Thank them for the opportunity to meet. Say that you look forward to hearing from them.

- You don't have much time here so make your closing statement short and strong.

Top Tips:

- The best interviewees are those that **pause and think before answering**. Remember, you don't lose marks for pausing. You can then **execute a solid answer that is backed up with examples** highlighting key skills and competencies relevant to the job description.
- Remember the STAR Method. A good story with specific, varied examples of your skills and competencies will **prepare you to answer** any form of job interview question, will **leave a lasting impression**, and is the best way **to market your skills and competencies** (CV and Interview Workshop presentation and Pack, GRD).

Tips and Guidance: Phone and Video Interviews

Remote job interviews are likely to be the new normal during the Covid-19 Crisis. Preparation for all of these is exactly the same as an in-person interview. This guide contains preparation tips for the 3 most likely scenarios of a remote job interview:

1. Phone Interview
2. Video Call/Conference Interview
3. Video Interview

Phone Interview

These are usually used as a screening step before the invitation to the next stage.

Do

- Dress the part! You perform better in the interview and feel more focused.
- Go somewhere where you can concentrate, preferably against a blank wall.
- Test and check your headset. Ring someone to make sure your equipment works.
- Check your phone signal, battery, and credit beforehand.
- Put a voicemail message on phone, just in case you get cut off in the middle of the interview. The interviewer knows it's you, and it makes you sound professional.
- It's best to stay in one position, preferably sitting down.
- The interviewer can tell if you're distracted. Turn off your phone notifications to avoid pinging noises.
- Have an index card on hand with your key competencies listed and glance through when necessary.

Don't

- Don't use hands-free. It can make you sound like you're shouting.
- Don't stand up; you may be inclined to move around and affect the signal.
- Don't rattle through sheets of paper.
- Don't have your laptop open.

Video Call or Conference Interview

Similar to a phone call, these involve you meeting the interviewer on a platform such as Skype, Zoom, Google Hangout, WebEx, GoToMeeting, Facetime, Whatsapp, etc.

Do

- Install or download the application for the web call beforehand and test it out.
- Make sure you activate your camera and sound/mic.
- Make sure you check your surroundings. Don't let the interviewer be distracted by something behind you!
- Audit the background behind you and tidy up!
- Get the lighting right. Different lighting affects the picture; natural light fades images and light overhead creates shadow.
- Skype has a blur my background option. Click on the option, sharpen your face, and blur everything else out.
- Be somewhere that you can focus.
- Disable notifications and alerts.
- Look at camera not the screen to maintain eye contact with the interviewer.
- Remember – the interviewer can see you on the screen!
- Put the post-it notes with key words beside the camera.

Don't

- Don't download app and on the day of the interview! You won't have time and it looks unprofessional to be late for a video call as you weren't properly prepared!
- Don't have alerts pinging.
- Do not allow members of your family to come in. Make sure you are alone and have privacy for the interview.
- Don't look down at your notes because the employer can see your screen!

Video Interview

These usually include a link sent by the employer, which you can click on to begin a recorded interview. You normally have a few days to complete the interview. Your answers are recorded and sent directly to the employer for review. There is also the possibility that your recorded answers may be analysed by Artificial Intelligence.

Do

- There is often a time limit of 1 - 3 minutes to complete the answers. Be aware of the time and keep your answers concise.
- You are talking to the camera so remember to be enthusiastic and energized even though you are talking to the wall.
- Imagine the Green Light dot is someone, so get your individual personality across!
- All of the companies provide you with practice videos. Use these videos to check the lighting and your background.
- Remember the key competencies and key skills required as per the job description.

Don't

- Don't have alerts pinging.
- Do not allow members of your family to come in. Make sure you are alone and have privacy for the interview.
- Don't look down at your notes because the employer can see your screen!

Job Searching: Where Do I Start?

“No matter how your job search has begun, **an important first step is considering what you really want to do at work.** You may want to progress in the same career, change career paths, or not be sure of the course you’re on. In any of these cases, you’ll need to get specific about the job you’re looking for next: both to decide **where to focus your search** and so you can confidently answer interview questions about why you’re attracted to a particular role.” (indeed.com)

Where to Look When Job Searching

GRD Jobs Bulletin

- The GRD Jobs Bulletin is a weekly publication containing jobs from different on-line and printed job adverts. It covers Galway County and some bordering counties.
- GRD has information on how to apply for jobs on different job sites.
- You can read the Jobs Bulletin on our website at grd.ie on your computer or smartphone. You can also get the Jobs Bulletin sent to your email each week. Please contact us to sign up.
- The bulletin also includes vacancies from different schemes such as Community Employment, Tús and Rural Social Scheme.

Job Searching Websites Relevant to Your Career

- Start your search by creating an account with a website or app that is relevant to your job sector.
- Consider your individual or family needs, and filter the jobs on the site to suit your criteria. Filters can include full time, contractual, seasonal, part time, and voluntary work. For example, you could filter out all jobs except permanent positions on [www. part-time.ie](http://www.part-time.ie).
- You can also use filters to refine your search.
- You can save jobs that you want to apply to. Once you’ve applied, you’ll be able to track your status from the same page.
- You can [set up job alerts](#) as you explore jobs to make sure you are first to see new job postings. Job alerts are regular email updates about new jobs that fit the criteria you’re interested in. You can create multiple job alerts to be sent to you either daily or weekly.
- Some job searching companies have LinkedIn profiles also to promote services and jobs.
- A comprehensive list of these sites can be seen below.

Recruitment Agencies

- Some jobs can only be applied to through particular recruitment agencies who filter ideal candidates for the organisation to review.
- Some recruitment and HR Services also have LinkedIn profiles also to promote services and jobs.
- A comprehensive list of these agencies can be seen below.

Networking to get work

- Ask family, friends, and neighbours about work.
- Ask old work colleagues about work: “Reach out to people you know who work at the companies on your target list” (Indeed.com).
- Volunteer.
- Use social media such as Facebook, LinkedIn, and Twitter to network with companies and employers.

LinkedIn

- You can use LinkedIn to connect with other people in similar professions and organisations.
- Companies are using LinkedIn regularly to promote upcoming positions and training.
- You may be headhunted by an organisation or recruitment agency if your skills match a new vacancy. Organisations and agencies search LinkedIn to find ideal candidates and may message you inviting you to apply, so check your notifications!
- Before you begin your job search, review your social media profiles and check your privacy settings. Potential employers may look at these pages(Indeed.com).
- Leading expert Sinéad English highlights that LinkedIn only works well when:
 - “You are 100 % sure that your profile is excellent.”
 - You are applying for a role that closely matches your past work experience. English states “it’s all about the keywords and ensuring the skills you have listed on your profile match what the job advert is looking for. Most profiles are incomplete and this doesn’t look good for the employer.”
 - Most employers will give you the option to attach a CV. Ensure you do this to maximise your chances.

(English, 2019)

Research Companies That Capture Your Interest

- Glassdoor.ie lets you search companies and see how employees rate them. You can search millions of jobs and get the inside scoop on companies with employee reviews, and personalised salary tools.
- Indeed.com recommends that you “create a target list of employers you’d like to work with.”
- Visit company career pages and their Indeed company page (if they have one) to get information like reviews, videos, and current job openings. You can choose to “follow” employers on Indeed company pages to get email updates when they post new jobs.
- Visit company social media pages to learn more about the day-to-day activities of their business
- Use a search engine to search for recent news articles about the company so you’re “up-to-date on the latest developments”(indeed.com).

Useful Job Searching Websites

Website	Sector
Indeed.com www.jobsireland.ie www.jobalert.ie , www.irishjobs.ie www.recruitmentplus.ie www.recruitireland.com www.careerjet.ie www.jobbio.com www.countyjobs.ie www.monster.ie www.part-time.ie	Variety of jobs nationwide Part-time jobs nationwide
www.facebook.com/Galwayjobconnector/ www.facebook.com/GalwayStaffWanted/ www.classifieds.advertiser.ie/jobs	Local job listings The Galway Advertiser also features Athlone and Mayo
www.publicjobs.ie www.localgovernmentjobs.ie	Public Sector Government and council jobs (site under construction)
www.constructionjobs.ie	Construction
www.techlifeireland.com www.computerjobs.ie	IT Jobs
www.activelink.ie	Community and Voluntary Sector Jobs
www.nuigalway.ie/career-development-centre/careersconnect/	Student and Graduate jobs Funding opportunities also advertised
www.jobsguideireland.com	Guide on different jobs by area and other information

Recruitment Agencies

Recruitment Agency	Sector
www.icejobs.ie	Used by Medtronic and Boston Scientific
www.unijobs.ie	Public Sector
www.servisource.ie	Nurses and Care Assistants
www.pjpersonnel.ie/contact	Construction and Manufacturing
www.eflexes.com	IT, Engineering, and Electronics
www.sigmarrecruitment.com www.adecco.co.uk www.hero.ie www.careerwise.ie www.hays.ie www.cpljobs.com www.ireservices.ie www.frsrecruitment.ie www.collinsmcnicholas.ie www.headhuntinternational.com www.noelgroup.ie	Variety of sectors

References and Further Information

125 Common *Interview Questions* and Answers (With Tips) - <https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers?from=careeradvice-US>

Columbia University Center for Career Education - www.careereducation.columbia.edu

CV Clichés To Avoid At All Costs - <https://social.hays.com/2017/10/02/cv-cliches-avoid/>

CV and Interview Workshop presentation and Pack - GRD

GRD Jobs Bulletin - grd.ie

Indeed Career Guide - <https://www.indeed.com/career-advice/>

Sinead English. "CV & Interview 101." Polaris, 2019.

Sinead English. Webinar on How to Prepare for a Phone or Video Call Interview - <https://wearehilt.com>



Forbairt Tuaithe na Gaillimhe

**Leideanna agus
Comhairle maidir le
Fostaíocht a Lorg**

**Treoir agus Comhairle maidir le CV a ullmhú,
Scileanna d'Agallamh le haghaidh Poist
agus Post a Chuardach**

RÉAMHRÁ

Tá an leabhrán seo á eisiúint ag Forbairt Tuaithe na Gaillimhe mar chuid den Chlár SICAP. Tugtar leideanna agus treoir ann maidir le do Curriculum Vitae (CV) a chur i dtoll a chéile, ullmhú d'agallaimh le haghaidh poist agus post a chuardach. Níl sa leabhrán seo ach treoir agus seans go mbeidh ort tuilleadh eolais a lorg ó na foinsí a thugtar ar na leathanaigh seo a leanas.

Chun tuilleadh eolais nó treorach a fháil ar cheann ar bith de na topaicí, téigh i dteagmháil le duine dár nOifigeach Forbartha i d'oifig áitiúil de chuid Forbairt Tuaithe na Gaillimhe. Is chun tacú leat atáimid anseo.

Ní féidir le Forbairt Tuaithe na Gaillimhe a bheith freagrach as aon mhíchruinneas sa treoir ná sa chomhairle seo.

Cuireann an Clár um Chuimsiú Sóisialta agus Gníomhachtúchán Pobail (SICAP) 2018 – 2023 maoiniú ar fáil chun dul i ngleic le bochtaineacht agus eiseamh sóisialta trí rannpháirtíocht áitiúil agus compháirtíochtaí didir daoine, eagraíochtaí agus gníomhaireachtaí san earnáil phoiblí atá faoi mhíbhuntáiste.

Tugann SICAP aghaidh ar leihéil arda agus dianseasmhacha bochtaineachta trí chuir chuige dhéithe, nuálacha agus atá á dtreorú go háitiúil. Díríonn SICAP agus ar dhaoine atá faoi mhíbhuntáiste i bpobal na hÉireann agus daoine nach dócha go núsáideadh siad gnáthsheirbhísí agus tugann siad cúnaimh do dhaoine aonair agus grúpaí.

Ní féidrt le Forbairt Tuaithe na Gaillimhe a bheith freagrach as aon mhíchruinneas sa treoir ná sa chomhairle seo.



Rialtas na hÉireann
Government of Ireland



Rialtas na hÉireann a mhaoiníonn An Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) 2018-2023 trí bhíthin na Roinne Forbartha Tuaithe agus Pobail, agus Ciste Sóisialta na hEorpa a chóimhaoiníonn é faoin gClár d'Infhostaitheacht, Uilechuimsitheacht agus Foghlaim (PEIL) 2014-2020.

Clár Ábhar

Leideanna agus Treoir faoi na scileanna atá uait le go n-éireoidh le d'iarratas ar phost

Réamheolas faoi SICAP	29
Leideanna agus Treoir: Cad ba cóir agus nár chóir a Dhéanamh ar do CV ...	31-33
Leideanna chun Achoimre Mhaith nó Ráiteas Maith ar do Phróifíl Phearsanta a Scríobh	34-36
Leideanna agus Treoir: Bearnaí i do CV a Líonadh	37 -40
Leideanna agus Treoir: Litreacha Cumhdaigh.....	41
Ullmhú do Cheisteanna in Agallamh le haghaidh Poist ach Cur Chuige CTGT a Úsáid	42
Leideanna agus Treoir: Na Cúig Chéim in Agallamh.....	43 -46
Leideanna agus Treoir: Agallaimh ar an Teileafón agus Fís-agallaimh	48 -50
Post a Chuardach: Cá dTosóidh Mé?	51 -54
Láithreáin Ghréasáin Áisiúla chun Post a Chuardach	55-56
Tagairtí agus eolas breise	57

Leideanna agus Treoir: Cad ba cóir agus nár chóir a Dhéanamh ar do CV

Is féidir ord éagsúil a chur ar do CV, ach deir an saineolaí Sinead English: **“Tosaigh amach leis an gcuid is láidre, cuir an t-ábhar is fearr ag an tús.”** Cuir an fhaisnéis is ábhartha ar bharr do CV; ná fág do phríomhscileanna agus iniúlachtaí go dtí deireadh an dara leathanaigh.

(Sinead English, CV & Interview 101)

Cuimhnigh:

- Is é do CV dhéanann idirdhealú idir tusa agus daoine eile.
- Is deis é do CV chun dul i bhfeidhm ar an bhfostaí.
- Is é do thodhchaí é! Is fiú am agus iarracht a chaitheamh ar do CV a ullmhú agus a nuashonrú.

Treoir Ghinearálta
Déan
<ul style="list-style-type: none">• Coinnigh simplí é.• Scríobh uair amháin é agus ansin déan é a athscríobh: cabhróidh an chéad dréacht leat do CV a bheachtú.• Bíodh an cur i láthair soiléir agus éasca le léamh.• Coinnigh ábhartha é. Ba cheart dó a bheith thart ar 2 leathanach, más féidir.• Tá sé tábhachtach é a phrofáil! Seiceáil é agus seiceáil arís é. Iarr ar dhuine éigin eile é a phrofáil freisin, más féidir.• Cuimhnigh príomhscileanna a bhaineann leis an gcur síos ar an bpost a lua.
Ná déan
<ul style="list-style-type: none">• Ná bain úsáid as grianghraif, páipéar daite ná clófhoirne casta.• Ná téigh thar dhá leathanach ach amháin más i ngairm mhíochaine nó acadúil atá tú.

- Ná hiniis bréaga. Beidh ort labhairt faoina bhfuil ar do CV in agallamh agus seans go mbéarfai ort.

Faisnéis Phearsanta agus Próifil/Achoimre

Déan

- Bí cinnte go bhfuil sí ábhartha don chur síos ar an bpost. Coinnigh gearr agus cuí í agus tarraing aird ar na príomhscileanna atá ag teastáil. Mar is amhlaidh le litir chumhdaigh, is é an chéad chuid de CV a léann fostóir, mar sin, tarraing aird ar an tslí a bhféadfaidh tú luach a sholáthar don fhostóir.
- Bain úsáid as pointí le hurchair.
- Féadfaidh tú an achoimre ar do phróifíl a athrú le bheith oiriúnach do phoist éagsúla de réir mar a ndéanann tú iarratas orthu.

Ná Déan

- Ná cuir mionsonraí pearsanta san áireamh. Ní gá dátaí breithe agus mionsonraí faoi leanaí a chur san áireamh.

Príomhscileanna agus Saineolas

Déan

- Liostaigh na príomhscileanna a thugtar sa chur síos ar an bpost. Bí cinnte na príomhfhocail chéanna a úsáid; seans go ndéanfar do CV scanadh ag córas ríomhaireacht chun téarmaí sonracha a lorg.
- Is féidir an chuid seo a chur ag tús nó ag deireadh an CV.

Oideachas agus Oiliúint

Déan

- Scríobh an chuid seo in ord croineolaíoch droim ar ais. Ciallaíonn sin go dtosaíonn tú leis an gcúrsa is déanaí a rinne tú agus go dtéann tú siar. Coinnigh ábhartha é.
- Bain úsáid as pointí le hurchair.

- Coinnigh dearfach é. Tarraing aird ar éachtaí i d'oidreachas agus luaigh aon fhorbairt ghairmiúil atá ar siúl agat faoi láthair.

Ná Déan

- Ná fág dátaí ar lár. Tabhair mionsonraí faoi na míonna agus na blianta a bhí tú ag tabhairt faoi oidreachas agus oiliúint.

Obair, Gairm Bheatha, nó Taithí Ghairmiúil

Déan

- Is ceart do Stair Fostaíochta a chur in ord croineolaíoch droim ar ais. Tosaigh leis an bpost is déanaí a bhí agat agus téigh siar uaidh sin.
- Bain úsáid as pointí le hurchair. Coinnigh abairtí gearr agus ná scríobh ailt fhada.
- Bí dearfach. Tarraing aird ar éachtaí fostaíochta. Tabhair ainmneacha daoine, eagraíochtaí agus spriocghrúpaí ar oibrigh tú leo chun fianaise ar a bhfuil bainte amach agat a thaispeáint.
- Tarraing aird ar scileanna a bhaineann leis an cur síos ar an bpost agus tabhair sampla mar fhianaise orthu.
- Coinnigh do stair fostaíochta cothrom le dáta.
- Tabhair mionsonraí faoi fhostóirí roimhe seo, chomh maith le nasc chuig a láithreán gréasáin.

Ná Déan

- Ná bain úsáid as giorrúcháin ná inisealacha. Bain úsáid as ainmneacha cuideachtaí nuair is féidir.
- Ná cuir do thuarastal reatha ná an tuarastal atá uait san áireamh.
- Ná fág bearnaí i do ghairm bheatha. Má tá bearnaí móra i do stair fostaíochta, léigh an chuid "Leideanna agus Treoir: Bearnaí i do CV a Líonadh."
- Ná fág dátaí ar lár. Tabhair mionsonraí faoi na míonna agus na blianta a bhí tú fostaithe.

Díol Spéise agus Éachtaí

Déan

- Déan roinnt de do chaithimh aimsire ábhartha don chur síos ar an bpost. Léirigh go bhfuil do scileanna á gcoinneáil gníomhach agat i do chuid ama féin.
- Is deis eile é seo chun do scileanna a chur chun cinn don fhostóir agus cabhróidh sé leo cuimhneamh ort!

Ná Déan

- Ná déan áibhéil chun dul i bhfeidhm ar an bhfostóir. Mar shampla, dá ndéarfá gur curadh san iomramh tú nuair nach ea, d'fhéadfaí sin a tharraingt anuas san agallamh. Níl a fhios agat cé na caithimh aimsire a bheadh ag d'fhostóir ionchasach!

Tagairtí

Déan

- Abair go mbeidh tagairtí déan scoth ar fáil don fhostóir ach iad a iarraidh.

Ná Déan

- Ach ná tabhair liosta de na tagairtí ach amháin go n-iarrtar sin go sonrath.

Leideanna chun Achoimre Mhaith nó Ráiteas Maith ar do Phróifíl Phearsanta a Scríobh

“Smaoinigh ar an achoimre mar léargas ar do scileanna, éachtaí agus eolas”

(careereducation.columbia.edu).

Is cur i láthair gairmiúil é achoimre/ráiteas ar do phróifíl a chuireann tú ar bharr do CV chun aird a tharraingt ar do scileanna agus taithí. Féadfaidh an achoimre cabhrú le fostóirí a fháil amach go tapa cibé an bhfuil na scileanna agus an cúlra a theastaíonn uathu agat.

(indeed.com/career-advice).

Ach cloí leis an modh éasca céim-ar-chéim seo a leanas, féadfaidh tú Próifíl Phearsanta chuimsitheach a chur i dtoll a chéile ar bhealach córasach a léiríonn do scileanna agus inniúlachtaí ábhartha agus an taithí luachmhar atá agat, agus atá i gcomhréir leis an gcur síos ar an bpost. Luaigh:

- **Cé tú féin,**
- **Na scileanna arna dtairiscint agat,**
- **An luach is féidir leat a sholáthar don fhostóir.**

Féadfaidh tú an achoimre seo a leasú go héasca agus tú ag déanamh iarratais ar phoist éagsúla. Anuas air sin, ní dhéanfaidh tú dearmad ar an ábhar tábhachtach!!

Sampla:

- **Cé tú féin:** "Rúnaí le taithí atá ag iarraidh filleadh ar ról mar riarthóir oifige i ndiaidh shos gairme gairid chun clann a thógáil."
- **Na scileanna arna dtairiscint agat:** "Saineolas fairsing ar an tionscal agus cúrsa i bPárolla agus Cuntais tugtha chun críche le déanaí."
- **An luach is féidir leat a sholáthar:** "Laghduithe móra ar chostais bainte amach roimhe seo trí bhíthin ath-idirbheartaíocht a dhéanamh ar chonarthaí soláthróra oifige agus cur amú a íoslaghú. Ag féachaint le torthaí comhchosúla a bhaint amach i ról dúshlánach nua."

(Paca agus Cur i Láthair Cheardlann maidir le CV agus Agallamh, Forbairt Tuaithe na Gaillimhe)

Leideanna chun Achoimre ar Phróifíl a Scríobh

- Luaigh an méid blianta taithí atá agat, ábharthacht do thaithí don phost agus an méid blianta ar oibrigh tú sa réimse.
- Bíonn Achoimre ar Phróifíl ceithre abairt ar fhad, de ghnáth, agus ní théann sí thar sé abairt.
- Má bhaineann tú úsáid as pointí le hurchair san achoimre, ná téigh thar trí nó ceithre cinn. Ní ceart níos mó ná dhá líne a bheith i bpointe le hurchar (English, 2019).
- Tabhair achoimre ar a ábhartha atá tú don ról. Ní mór an achoimre a choinneáil ábhartha don phost a bhfuil tú ag déanamh iarratais ina leith.
- Cuir fianaise tacaíochta le ráitis. Léireoidh sin don fhostóir an méid is féidir leat a dhéanamh dó agus an tairbhe a bhainfeadh le tusa a fhostú.
- Ag brath ar an áit a bhfuil tú i do ghairm, cuir an chuid is láidre ag an tús. Léiríonn an saineolaí Sinead English é sin leis na samplaí seo a leanas:
 - Más nuacháilithe i do réimse atá tú, luaigh do chuid oideachais, taithí oibre agus na scileanna a léirigh tú.
 - Má d'athraigh tú gairm bheatha, luaigh an tslí ar ghnóthaigh tú scileanna sa réimse nua, chomh maith leis an oiliúint agus oideachas a fuair tú.
 - Má tá blianta taithí agat, luaigh na príomhfhocail/scileanna atá ábhartha don chur síos ar an bpost, agus léirigh iad a bheith agat ach samplaí a thabhairt.
- Seachain *clichés* ar do CV. Áirítear orthu sin nathanna amhail "oibríonn go maith as a stuaim féin", "oibríonn go maith mar chuid d'fhoireann", "oibríonn go cruu", "foghlaimíonn go tapa", "an-phointeáilte", agus mar sin de.

Cuimhnigh, is éard is mian leat a chur in iúl:

- **Cé tú féin,**
- **Na scileanna arna dtairiscint agat,**
- **An luach is féidir leat a sholáthar don fhostóir.**

Leideanna agus Treoir: Bearnaí i do CV a Líonadh

Cén fáth go bhfuil sé tábhachtach bearnaí i do CV a líonadh?

- Léiríonn sé agus tarraingíonn sé aird ar an tslí ar úsáid tú do scileanna agus inniúlachtaí, nó mar atá siad á n-úsáid agat faoi láthair.
- Déanann sé cur síos ar an tslí ar choinnigh tú gnóthach ach léargas a thabhairt ar a raibh ar siúl agat agus an tslí a raibh/a bhfuil do scileanna á n-úsáid agat, agus cinn nua á bhfoghlaím agat!
- Má fhágann tú bearnaí i do CV, d'fhéadfadh fostóirí tú a cheistiú faoina raibh ar siúl agat an t-am sin, nó teacht ar a dtoimhdí féin: mar sin, tabhair míniú! Inis dóibh céard a bhí ar siúl agat agus na scileanna a ghnóthaigh tú.

Cén tslí a bhféadfaidh tú na bearnaí sin a líonadh?

Is féidir bearnaí a líonadh le hobair gan phá chomh maith le hobair le pá. Seo roinnt samplaí faoin tslí a bhféadfaidh tú bearnaí i do CV a líonadh:

- Obair ócáideach amhail cabhrú le do theaghlach agus do chairde.

Obair Ócáideach

Ach obair ócáideach a lua, léirítear don fhostóir go bhfuil do scileanna á n-úsáid go gníomhach agat.

Déan

- Féadfaidh tú obair ar fheirm an teaghlaigh agus am a chaith tú ag tacú go gníomhach le gnó an teaghlaigh a lua.
- Más siúinéir, leictreoir, teicneoir TF, nó gairmí ceirde eile tú, luaigh an tslí ar úsáid tú do scileanna sa bhearna sin.
- Tacú le gnó ar bith eile. Má bhí tú féinhostaithe ar feadh tréimhse ama, mínigh céard a rinne tú.

Obair Tacaíochta agus Cúram

Léiríonn obair tacaíochta agus cúram don fhostóir go bhfuil scileanna maithe iltascála agat.

Déan

- Sa chás gur ghlac tú sos gairme chun cúram a thabhairt do dhuine muinteartha nó chun bheith i do thuismitheoir, luaigh na blianta i gceist.
- Sa chás go bhfuil iarratas á dhéanamh agat ar phost mar chúramóir agus gur thug tú cúram do dhuine muinteartha, féadfaidh tú labhairt faoi na tascanna a rinne tú, fad is atá siad ábhartha don ról.
- Sa chás go raibh tú i bpost comhchosúil san am atá caite, luaigh gur chuir tú go gníomhach le do scileanna agus le do chuid eolas i rith an ama sin.

Ná Déan

- Ná tabhair an iomarca mionsonraí mar mhíniú nó mar údar leis an méid oibre a rinne tú mar thuismitheoir nó mar chúramóir, mura bhfuil siad ábhartha.

Obair Dheonach

Mar is amhlaidh leis an obair ócáideach, léiríonn obair dheonach don fhostóir go bhfuil do scileanna á n-úsáid go gníomhach agat.

Déan

- Cuir obair gan phá san áireamh. Taithí oibre í sin chomh maith, mar sin cuir ar do CV í.
- Ainmnigh na scileanna ábhartha a chothaigh tú nó a d'fheabhsaigh tú. Tabhair sampla le gach scil. Is féidir sin a chur san áireamh sa chuid faoi thaithí oibre freisin.
- Luaigh intéirneachtaí agus socrúcháin oibre tugtha chun críche agat.
- Ainmnigh taithí phraiticiúil chun aird a tharraingt ar phríomhscileanna, e.g. scileanna Ceannaireachta agus Eagrúcháin: coiste áitiúil a chruthú chun bunú Sheid na bhFear i mo cheantar áitiúil a eagrú.

Ná Déan

- Ná bí doiléir. D'fhéadfadh daoine gan ainm agus rath gan mhíniú amhras faoi do scileanna a spreagadh in intinn an fhostóra.

Oiliúint agus Cur le do Scileanna

Léiríonn sin d'fhostóir go bhfuil tú tiomanta tuilleadh a chur le do chuid oiliúna agus scileanna. Léiríonn sé cumas san oiliúint ar líne mar gheall gur chuir tú le d'eolas trí bhíthin oiliúint ar líne, agus gur fheabhsaigh tú do chuid scileanna teicneolaíochta.

Déan

- Cuir é sin san áireamh sa chuid faoi Oideachas i do CV chomh maith.
- Cuir san áireamh Oiliúint ar Líne agus gach cúrsa a rinne tú i rith na bearna, idir ghearr agus fhada.
- Luaigh aon sheimineáir ghréasáin ar ghlac tú páirt iontu chun cur le d'eolas faoi ábhar ar leith. Ainmnigh na seimineáir ghréasáin má tá siad ábhartha.
- Luaigh aon tionscadail thaighde a rinne tú.
- Luaigh am a chaith tú ag staidéar thar lear.
- Féadfaidh tú leas a bhaint as na cúrsaí saor in aisce ar líne atá le fáil trí bhíthin Fhorbairt Tuaithe na Gaillimhe agus institiúidí oiliúna ar líne eile faoi láthair. Déan teagmháil le Forbairt Tuaithe na Gaillimhe chun tuilleadh eolais a fháil.

Ná Déan

- Ná húsáid míonna chun bearna mhór a chur in iúl, úsáid blianta.

Taisteal

Le taisteal, is féidir aird a tharraingt ar scileanna amhail pleanáil, eagrú agus taighde. Léiríonn sé don fhostóir gur duine diongbháilte tú, go mbíonn fonn ort tascanna a thabhairt chun críche, agus go n-oibríonn tú go maith mar chuid d'fhoireann.

Déan

- Tarraing aird ar a ndearnadh tú agus tú ag taisteal agus mínigh an tslí ar chothaigh tú do phríomhscileanna agus gur fhoghlaim tú cinn nua, i rith na tréimhse iontaí sin.
- Sa chás go ndearnadh tú obair dheonach fad a bhí tú ag taisteal, luaigh an tslí ar úsáid tú scileanna áirithe chun tacú leis an gcarthanacht nó leis an eagraíocht a raibh tú ag obair léi.
- Bí cinnte go bhfuil na scileanna ar fad a luann tú ábhartha don phost a bhfuil tú ag déanamh iarratais ina leith!

Ná Déan

- Ná tabhair mionsonraí faoin mbealach a thaistil tú, ná faisnéis neamhábhartha eile.

Cuardach Post agus Líonrú

Léiríonn líonrú go bhfuil spéis agat feabhas a chur ar do chaidrimh shóisialta agus ar do chuid eolais laistigh de do thionscal.

Déan

- Más bearna bheag i do stair oibre atá i gceist, féadfaidh tú a lua go raibh tú ag cuardach fostaíochta.
- D'fhéadfá tréimhse oiliúna agus cur le do chuid scileanna a thabhairt ar an tréimhse ama seo.
- D'fhéadfá a lua freisin go raibh tú ag líonrú le fostóirí ionchasacha nó le gairmithe ar LinkedIn, imeachtaí líonraithe agus seimineáir ar líne.

Ná Déan

- Ná tabhair tréimhse cuardach post nó líonraithe ar an tréimhse ama seo más bearna mhór atá i gceist. D'fhéadfadh an fostóir a bheith ag déanamh iontais cén fáth nach raibh tú in ann post a fháil.

Cuimhnigh: Nuair a ainmníonn tú scil, tabhair sampla mar fhianaise uirthi!

Beidh do scéal níos spésiúla agus níos inchreidte don fostóir, ach sin a dhéanamh!
Bí cinnte go bhfuil an scil arna hainmniú agat ábhartha don chur síos ar an bpost a thug an fostóir.

Leideanna agus Treoir: Litreacha Cumhdaigh

Míníonn litreacha cumhdaigh an fáth a bhfuil an post uait agus na cúiseanna gur tusa an duine ceart lena aghaidh.

Ailt	Leideanna
An tAlt Tosaigh	
5. Luaigh an post a bhfuil tú ag déanamh iarratais ina leith agus cá bhfacfa tú an fógra faoi.	<ul style="list-style-type: none"> • Luaigh ainm na cuideachta – is ag iarraidh a bheith mar dhuine den fhoireann sin atá tú! • Bí cúramach faoi do litriú.
Na hAilt Láir: 2 nó 3 chinn ghearra	
6. Luaigh an chúis a bhfuil tú ag déanamh iarratais ar an bpost agus a bhfuil ar eolas agat faoin gcuideachta.	<ul style="list-style-type: none"> • Léiríonn eolas faoin gcuideachta go ndearna tú taighde orthu agus gur spéis leat a bheith ag obair leo.
7. Tarraing aird ar na príomhscileanna a bhaineann leis an bpost agus a soláthródh luach don fhostóir.	<ul style="list-style-type: none"> • Tabhair achoimre ar do thaithí oibre agus an bhaint atá aici leis an ról. • Is féidir oideachas agus oiliúint a chur anseo, más ábhartha iad.
An tAlt Deiridh	
8. Luaigh go bhfuil tú ar fáil le haghaidh agallaimh. Abair go gcuirfeá fáilte roimh dheis an chaoi a bhféadfá a bheith chun tairbhe na cuideachta a phlé. Gabh buíochas leo agus abair go bhfuil tú ag súil le cloisteáil uathu.	<ul style="list-style-type: none"> • Smaoinigh air ó dhearcadh an fhostóra: cén chaoi a bhféadfaidh tú rannchuidiú leis an gcuideachta? • Críochnaigh ar bhealach láidir agus dearfach.

Ullmhú do Cheisteanna in Agallamh le haghaidh Poist ach Cur Chuige CTGT a Úsáid



Ach an modh céim-ar-chéim seo a leanas a úsáid, beidh tú in ann aird a tharraingt ar do scileanna agus gach ceist a fhreagairt go córasach, gan dearmad a dhéanamh ar an gcuid thábhachtach!

C: Cás

Déan cur síos ar chás nó fadhb a bhí agat. Tabhair samplaí a tharla le déanaí agus bíodh siad ábhartha don cheist,

T: Tasc

Cén tasc a raibh ort a dhéanamh sa chás seo?

G: Gníomh

Cén gníomh a ndearna tú chun an tasc sin a chur i gcrích agus cén fáth gur ghníomhaigh tú ar an tslí sin? Cé na dúshláin a bhí romhat?

T: Torthaí

Cén toradh a bhí ar an scéal?

Cuimhnigh:

- Déan nasc idir an scil sin agus an luach don fhostóir ionchasach.
- Agus an cheist á freagairt agat, cuimhnigh go bhfuil an t-agallóir ag iarraidh a fháil amach an méid a ghnóthaigh agus a sholáthar tusa, mar dhuine aonair. Seachain “sinn/muid” a úsáid an iomarca i do chuid samplaí.

Leideanna agus Treoir: Na Cúig Chéim in Agallamh

6. Ráiteas Tosaigh/Cur i Láthair

"Inis dom fút féin. Inis dom faoi do CV. Cén t-eolas atá agat faoin gcuideachta?"

- Tugtar an Modh Scagtha CV ar an gceist "inis dom fút féin/faoi do CV".
- Ciallaíonn sin go gcaithfidh tú aird a tharraingt ar an tslí a gcomhlíonann tú an liosta riachtanas sa chur síos ar an bpost (English, 2019).
- Cuir béim ar na scileanna atá agat agus a theastaíonn uathu. Taispeáin dóibh go bhfuil tú in ann an jab a dhéanamh.
- Bain úsáid as an bhfaisnéis a d'ullmhaigh tú i do litir chumhdaigh agus san achoimre ar do phróifíl phearsanta chun aird a tharraingt ar na príomhscileanna, taithí oibre agus oideachas atá agat agus atá ábhartha don phost.
- Ní mór duit insint dóibh faoin oiread éachtaí agus is féidir leat sa mhéid ama is lú agus is féidir. Cuimhnigh: achoimre ghearr atá a tabhairt agat dóibh.
- Níl eolas faoi do shaol pearsanta, teaghlach ná caithimh aimsire uathu.

Tarraingíonn an saineolaí Sinead English aird ar na céimeanna seo a leanas:

- Taithí Oibre: Tosaigh le do ról reatha agus téigh siar. Luaigh an tslí a mbaineann gach ról leis an bpost dá bhfuil agallamh á dhéanamh agat.
- Scileanna: Luaigh scileanna agus inniúlachtaí ábhartha.
- Oideachas: Tabhair achoimre ar do cháilíochtaí agus mínigh an tslí ar ábhartha iad.
- Críochnaigh le ráiteas láidir faoina bhféadfaidh tú a dhéanamh dóibh.
- Ní mór duit a thaispeáint dóibh go bhfuil spéis agat sa phost agus go bhfuil tú ag iarraidh a bheith mar dhuine den fhoireann. Taispeáin dóibh gur smaoinigh tú ar an gcúis gur mian leat oibriú ansin.
- Tá cúig réimse nach mór duit taighde a dhéanamh orthu: iomaitheoirí, an áit a ndéanann an chuideachta airgead, forbairtí sa chuideachta le déanaí, na príomhdhúshláin roimh an gcuideachta agus fostaithe. (English, 2019).

7. Ceisteanna Bunaithe ar Inniúlacht

Ceisteanna Bunaithe ar Inniúlacht nó Agallóireacht Iompraíochta

- Is é seo an chuid is mó den agallamh. Seo an t-am a dtarraingíonn tú aird ar na príomhscileanna, taithí oibre agus oideachas ábhartha atá agat.
- Cuir do scileanna in iúl dóibh, bíodh sin go n-oibríonn tú go maith mar chuid d'fhoireann, gur duine díograiseach tú nó go n-oibríonn tú as do stuaim féin. Ní mór duit samplaí a thabhairt mar fhianaise.
- Cuimhnigh úsáid a bhaint as CTGT – Cás, Tasc, Gníomh, Toradh! Féach an chuid faoi CTGT chun meabhrú duit féin an chaoi len é a úsáid!
- Déan nasc idir gach scil atá agat agus an luach don fhostóir ionchasach.
- Agus freagra á thabhairt agat, cuimhnigh go bhfuil an t-agallóir ag iarraidh eolas faoin méid a ghnóthaigh agus a sholáthar tusa, mar dhuine aonair. Seachain “sinn/muid” a úsáid an iomarca i do chuid samplaí.
- Bí ag súil le ceisteanna Cás-Staidéir, amhail “céard a dhéanfa sa chás seo?” Arís, bain úsáid as an modh CTGT anseo.
- Nuair a iarrann an t-agallóir ort cén chaoi a ndéileáilann tú le coinbhleacht, obair foirne nó ceannaireacht, tá siad ag iarraidh samplaí sonracha den taithí atá agat, le go bhféadfaidh siad an chaoi a bhféadfá déileáil le cás comhchosúil ina n-eagraíocht siúd a mheas. (Indeed.com)
- Cuimhnigh go bhféadfadh daoine gan ainm agus rath gan mhíniú amhras faoi do scileanna a spreagadh in intinn an fhostóra.
- Déan do chuid éachtaí a chainníochtú: luaigh an líon daoine a bhain tairbhe astu, tabhair ainmneacha na ndaoine i gceist. Déan cliaint agus teagmhálacha a chainníochtú. Beidh do scéal níos spéisiúla dá bharr agus cabhrófar leis an bhfostóir d'éachtaí a mheas.
- Mar gheall go gcuirtear a lán ceisteanna, ná caith an iomarca ama ar fhreagraí. Coinnigh freagra gonta leis an modh CTGT.

8. Láidreachtaí agus Laigí

Láidreachtaí:

- Tarraing aird ar do láidreachtaí ó dhearcadh daoine eile. Mar shampla: “tugann aiseolas ó fhostóirí roimhe seo/ó mo theaghlach/chairde le tuiscint gur duine iontaofa mé agus go bhfuil scileanna maithe idirphearsanta agam.” Cuimhnigh ar shampla a léiríonn é sin a thabhairt.
- Déan nasc idir do láidreachtaí agus an cur síos ar an bpost. Léirigh gur ábhartha iad.
- Tabhair sampla mar fhianaise ar do scileanna i gcónaí. Is muinín a léiríonn é sin, ní sotal.
- Díriú ar cháilíocht seachas ar chainníocht.
- Roghnaigh idir trí agus cúig chinn de na láidreachtaí pearsanta atá agat le díriú orthu agus ullmhaigh freagraí don agallamh. Déan machnamh ar na scileanna atá de dhíth i do thionscal agus sainaithe láidreachtaí pearsanta a théann leo. (Indeed.com)
- Sainaithe scéalta a fhéadfaidh tú a roinnt chun taithí roimhe seo a léiriú. Tosaigh leis an gceist a fhreagairt go díreach agus ansin tabhair ráiteas pearsanta.

Laigí:

- Ainmnigh réimse ina gcaithfidh tú cur le do scileanna agus abair go ndearna tú cúrsa oiliúna chun do scileanna agus d’eolas a fheabhsú. Léiríonn sin go bhfuil fonn ort foghlaim agus cur le do scileanna. Dá bharr sin, tá tú ag déanamh láidreachtaí ionchasach de laige!
- Ní hé seo an t-am le bheith umhal; is é an t-am le haird a tharraingt ar na scileanna agus inniúlachtaí is fearr atá agat, mar sin ná hainmnigh laige gan an tslí a ndearna tú feabhsúcháin a léiriú freisin.

9. An bhfuil aon cheist agat?

- "Céard a bheidh sa ról seo i gceann bliana, meas tú? Cathain a chloisfidh mé uait?"
- Cuir ceist a léiríonn go bhfuil spéis agat sa chuideachta agus i bheith mar dhuine den fhoireann, agus cá háit a mbeidh tú i leagan amach na foirne.

- Luaigh éacht a rinne an chuideachta a tuairiscíodh sna meáin, amhail alt nuachta faoi mhaoiniú nó leathnú amach agus an tslí a mbeidh tionchar aige sin ar an gcuideachta nó ar do phost. (English 2019)
- Ná cuir ceist a thugann le fios gur duine achrannach tú.
- Fág ceisteanna faoi rudaí amhail uaireanta oibre solúbtha go dtí go mbeidh an post faighte agat!
- Mura bhfuil aon cheist agat, ná habair sin amach go díreach. Bí béasach. Abair go bhfuil go leor taithí déanta agat agus nach bhfuil aon cheist agat ag an bpointe seo. (English 2019).

10. Ráiteas Deiridh:

- Críochnaigh ar bhealach dearfach le go rachaidh tú i bhfeidhm go láidir ar na hagallóirí agus go dtaispeánfaidh tú go bhfuil tú tiomanta an ról a fháil. Fiú sa nóiméad deireanach den agallamh, léirigh go bhfuil na scileanna agat chun an jab a dhéanamh go rathúil.
- Gabh buíochas leo as an deis bualadh leo. Abair go bhfuil tú ag súil le cloisteáil uathu.
- Níl mórán ama agat anseo, mar sin bíodh do ráiteas deiridh gearr agus láidir.

Sár-Leideanna:

- Is iad na daoine a **ghlacann sos agus a smaoiníonn sula dtugann siad freagra** na hagallaithe is fearr. Cuimhnigh, ní chaillfidh tú marcanna as ucht sos a ghlacadh. Tugann sos deis duit **freagra fóna a thabhairt, le samplaí mar fhianaise** ar phríomhscileanna agus inniúlachtaí a bhaineann leis an gcur síos ar an bpost.
- Cuimhnigh ar an Modh CTGT. Ach scéal maith a bheith agat, ina mbeidh samplaí éagsúla, sonracha de do chuid scileanna agus inniúlachtaí, beidh tú **ullamh le freagra a thabhairt** ar chineál ceiste ar bith in agallamh le haghaidh poist, agus **rachaidh tú i bhfeidhm go láidir**. Is é an bealach is fearr é le **margaíocht a dhéanamh ar do scileanna agus inniúlachtaí** (Paca agus Cur i Láthair Cheardlann maidir le CV agus Agallamh, Forbairt Tuaithe na Gaillimhe).

Leideanna agus Treoir: Agallaimh ar an Teileafón & Fís-agallaimh

Is dóigh gurb iad cian-agallaimh le haghaidh post an ‘gnáthrud nua’ i rith na géarchéime Covid-19. Is mar an gcéanna le hagallamh duine-le-duine an t-ullmhúchán. Tá leideanna ullmhúcháin sa treoir seo do na trí chás is mó is dóichí a tharlóidh le linn cian-agallaimh le haghaidh poist:

4. Agallamh ar an Teileafón
5. Agallamh Físchomhrá/Comhdhála
6. Fís-agallamh

Agallamh ar an Teileafón

Céim scagtha iad seo, de ghnáth, roimh chuireadh chuig an gcéad chéim eile a thabhairt.

Déan

- Bí dea-ghléasta! Feidhmeoidh tú níos fearr san agallamh agus mothóidh tú níos dírithe ar an agallamh.
- Téigh áit éigin a mbeidh tú in ann a d’intinn a dhíriú, os comhair bhalla folamh, más féidir.
- Déan do chluasáin a thástáil agus a sheiceáil. Glaoigh ar dhuine éigin lena chinntiú go bhfuil do threalamh ag obair.
- Seiceáil an comhartha, an cadhnra agus an creidmheas ar d’fhón roimh an agallamh.
- Cuir teachtaireacht ghlórphoist ar d’fhón, ar fhaitíos go dteipfear ar an nglaoch i lár an agallaimh. Beidh a fhios ag an agallóir gur tusa atá ann agus beidh cuma ghairmiúil ort.
- Is fearr fanacht in aon áit amháin, i do shuí.
- Beidh a fhios ag an agallóir má tá tú ar seachrán. Múch na fógraí ar d’fhón chun torainn uathu a sheachaint.
- Bíodh cárta innéacs ar a bhfuil liosta de do phríomh-inniúlachtaí ar lámh agat agus tabhair sracfhéachaint air nuair is gá.

Ná Déan

- Ná bain úsáid as fearas lámhshaor. Dealraíonn sé go bhfuil tú ag béicíl.
- Ná seas suas; d’fhéadfá bogadh thart agus cur isteach ar an gcomhartha.
- Ná déan torann le bileoga páipéir.
- Ná bíodh do ríomhaire glúine ar oscailt.

Agallamh Físchomhrá/Comhdhála

Cosúil le glaoch gutháin, ach buailfidh tú leis an agallóir ar ardán amhail Skype, Zoom, Google Hangout, WebEx, GoToMeeting, Facetime, Whatsapp, etc.

Déan

- Suiteáil nó íoslódáil an feidhmchlár don ghlaoch gréasáin roimh ré agus tástáil é.
- Bí cinnte do cheamara agus d'fhuaim/do mhicreafón a chur ar siúl.
- Bí cinnte do thimpeallacht a sheiceáil. Ná lig don agallóir a bheith ar seachrán ag rud éigin taobh thiar duit!
- Déan scrúdú ar an gcúlra taobh thiar duit agus cuir slacht air!
- Bíodh an soilsiú i gceart. Bíonn tionchar ag cineálacha éagsúla soilsithe ar an bpictiúr; le solas nádúrtha éiríonn íomhánna níos laige agus cruthaítear scáthanna le soilsiú lastuas.
- Tá rogha ar Skype chun an cúlra a dhoiléiriú. Cliceáil ar an rogha sin, géaraigh d'aghaidh agus doiléirigh gach rud eile.
- Bí in áit éigin ina bhféadfaidh tú d'intinn a dhíriú.
- Múch fógraí agus foláirimh.
- Féach ar an gceamara, ní ar an scáileán, chun breathnú sa tsúil ar an agallóir.
- Cuimhnigh – tá an t-agallóir in ann tú a fheiceáil ar an scáileán!
- Cuir nótaí beaga a bhfuil príomhfhocail orthu in aice an cheamara.

Ná Déan

- Ná híoslódáil an aip lá an agallaimh! Ní bheidh an t-am agat agus bheadh sé míghairmiúil a bheith déanach don agallamh mar nach raibh tú ullamh!
- Ná bíodh torann ó fholáirimh le cloisteáil.
- Ná lig do dhaoine ón teaghlach teacht isteach sa seomra. Bí cinnte go mbeidh tú leat féin agus go mbeidh príobháideachas agat don agallamh.
- Ná breathnaigh síos ar do nótaí mar féadfaidh an t-agallóir do scáileán a fheiceáil!

Fís-agallamh

De ghnáth, seolann an fostóir nasc a gliceálann tú air chun tús a chur le hagallamh taifeadta. Bíonn cúpla lá agat chun an t-agallamh a chur i gcrích, de ghnáth. Déantar do fhreagraí a thaifeadadh agus seoltar díreach chuig an agallóir iad lena n-athbhreithniú.

D'fhéadfadh Intleacht Shaorga anailís a dhéanamh ar do fhreagraí taifeadta chomh maith.

Déan

- Is minic a bhíonn teorainn ama 1 - 3 nóiméad chun na freagraí a thabhairt chun críche. Bí airdeallach faoin am agus coinnigh do fhreagraí gonta.
- Is ag caint chun cheamara atá tú, mar sin cuimhnigh a bheith fonnmhar agus fuinniúil, cé go bhfuil tú ag caint leis an mballa.
- Samhlaigh gur duine atá sa Solas Glas, mar sin cuir do phearsantacht in iúl!
- Tugann na cuideachtaí ar fad físeáin duit le cleachtadh a dhéanamh. Bain úsáid astu chun an soilsiú agus an do chúlra a sheiceáil.
- Cuimhnigh na príomh-inniúlachtaí agus príomh-scileanna atá de dhíth, dar leis an gcur síos ar an bpost.

Ná Déan

- Ná bíodh torann ó fholáirimh le cloisteáil.
- Ná lig do dhaoine ón teaghlach teacht isteach sa seomra. Bí cinnte go mbeidh tú leat féin agus go mbeidh príobháideachas agat don agallamh.
- Ná breathnaigh síos ar do nótaí mar féadfaidh an t-agallóir do scáileán a fheiceáil!

Post a Chuardach: Cá dTosóidh Mé?

“Beag beann ar an tslí ar thosaigh do chuardach post, is é an chéad céim thábhachtach sa phróiseas, machnamh a dhéanamh ar a bhfuil tú ag iarraidh a dhéanamh ag an obair.

D’fhéadfá a bheith ag iarraidh dul chun cinn a dhéanamh sa ghairm chéanna, gairm a athrú, nó seans nach bhfuil tú cinnte faoi. I gcás ar bith, beidh ort a bheith soiléir faoin gcéad phost eile a chuardóidh tú: chun cinneadh a dhéanamh faoi **cá háit a ndíreoidh tú i do chuardach** agus le go bhféadfaidh tú ceisteanna faoin gcúis go bhfuil tú meallta chuig ról áirithe a fhreagairt go muiníneach.” (indeed.com)

Cá háit le Breathnú agus Post á Chuardach Agat

Feasachán Post Fhorbairt Tuaithe na Gaillimhe

- Foilseachán seachtainiúil is ea Feasachán Post Fhorbairt Tuaithe na Gaillimhe, ina bhfuil poist éagsúla a fógraíodh ar líne agus i gcló. Cuimsítear Contae na Gaillimhe agus roinnt de na contaetha teorann leis.
- Tá faisnéis ag Forbairt Tuaithe na Gaillimhe faoin tslí le hiarratas a dhéanamh ar phoist ar láithreán post éagsúla.
- Féadfaidh tú an Feasachán Post a léamh ar ár láithreán gréasáin ag [Forbairt Tuaithe na Gaillimhe.ie](https://www.forbairt-tuaithe-na-gaillimhe.ie) ar do ríomhaire nó ar d’fhón cliste. Is féidir an Feasachán Post a sheoladh chugat ar ríomhphost gach seachtain freisin. Déan teagmháil linn chun clárú.
- Cuirtear folúntais san áireamh san fheasachán ar scéimeanna éagsúla amhail Fostaíocht Pobail, Tús agus an Scéim Shóisialta Tuaithe.

Láithreáin Ghréasáin um Chuardach Post a Bhaineann le do Ghairm Bheatha

- Tosaigh do chuardach le cuntas a chruthú le láithreán gréasáin nó aip a bhaineann le d’earnáil phoist.
- Smaoinigh ar do riachtanais aonair nó teaghlaigh agus déan na poist ar an láithreán a scagadh le bheith oiriúnach do do chritéir. D’fhéadfadh obair lánaimseartha, ar conradh, páirt-aimseartha agus obair dheonach a bheith i measc na scagairí. Mar

shampla, d'fhéadfá gach post a chur as an áireamh ach amháin poist bhuna ar [www. part-time.ie](http://www.part-time.ie).

- Féadfaidh tú scagairí a úsáid chun do chuardach a mhionchoigeartú.
- Féadfaidh tú poist ar mian leat iarratas a dhéanamh orthu a shábháil. Agus iarratas déanta agat, beidh tú in ann an stádas a rianú ón leathanach céanna.
- Féadfaidh tú [foláirimh phoist a shocrú](#) agus tú ag fiosrú post, lena chinntiú go bhfeicfidh tú postálacha nua faoi phoist chomh luath agus a fhoilseofar iad. Is éard atá i bhfoláirimh phoist, nuashonruithe rialta ar ríomhphost faoi phoist nua lena mbaineann na critéir ar spéis leat iad. Féadfaidh tú foláirimh phoist iolracha a chruthú le seoladh chugat gach lá nó gach seachtain.
- Tá próifíl LinkedIn ag roinnt cuideachtaí freisin, chun seirbhísí agus poist a chur chun cinn.
- Tá liosta cuimsitheach de na láithreáin sin le feiceáil thíos.

Gníomhaireachtaí Earcaíochta

- Uaireanta, ní féidir iarratas a dhéanamh ar phost ach amháin trí gníomhaireachtaí earcaíochta áirithe a dhéanann iarrthóirí oiriúnacha a scagadh le go ndéanfaidh an eagraíocht athbhreithniú orthu.
- Tá próifíl LinkedIn ag roinnt seirbhísí acmhainní daonna agus earcaíochta freisin, chun seirbhísí agus poist a chur chun cinn.
- Tá liosta cuimsitheach de na gníomhaireachtaí sin le feiceáil thíos.

Líonrú chun obair a aimsiú

- Fiafraigh de do theaghlach, do chairde agus do chomharsana faoi obair.
- Fiafraigh d'iar-chomhghleacaithe faoi obair: “Déan teagmháil le daoine a bhfuil aithne agat orthu a oibríonn sna cuideachtaí ar do spriocliosta”. (indeed.com)
- Déan obair dheonach.
- Bain úsáid as na meáin shóisialta amhail Facebook, LinkedIn agus Twitter chun líonrú le cuideachtaí agus le fostóirí.

LinkedIn

- Féadfaidh tú LinkedIn a úsáid chun nascadh le daoine eile i ngairmeacha agus in eagraíochtaí cosúil le do cheann féin.
- Baineann cuideachtaí úsáid as LinkedIn go rialta chun poist agus oiliúint atá le teacht chun cinn a fhógairt.
- D'fhéadfadh eagraíocht nó gníomhaireacht earcaíochta tú a spriocarcú má thagann do scileanna le folúntas nua. Déanann eagraíochtaí agus gníomhaireachtaí LinkedIn a chuardach chun iarrthóirí oiriúnacha a aimsiú agus d'fhéadfadh siad teachtaireacht a sheoladh chugat, mar sin seiceáil do chuid fógraí!
- Sula dtosaíonn tú ag cuardach post, féach ar do phróifíl ar na meáin shóisialta agus seiceáil na socruithe príobháideachais. D'fhéadfadh fostóirí ionchasacha breathnú ar na leathanaigh sin. (indeed.com)
- Deir an saineolaí Sinéad English nach n-oibríonn LinkedIn go maith ach amháin:
 - “Nuair atá tú 100 % cinnte go bhfuil próifíl den scoth agat.”
 - Nuair a dhéanann tú iarratas ar ról a thagann leis an taithí oibre atá agat. Deir English, “baineann sé le príomhfhocail agus a chinntiú go bhfuil na scileanna a chuir tú i do phróifíl ag teacht lena bhfuiltear á lorg san fhógra poist. Tá formhór na bpróifílí neamhiomlán agus ní thaitníonn sin le fostóirí.”
 - Tabharfaidh formhór na bhfostóirí rogha duit do CV a chur leis an iarratas. Bí cinnte é sin a dhéanamh chun an deis is fearr is féidir a fháil a bheith agat. (English, 2019)

Déan Taighde ar Chuideachtaí a bhfuil Spéis Agat Iontu

- Ar glassdoor.ie, féadfaidh tú cuideachtaí a chuardach agus rátáil na bhfostaithe a fheiceáil. Féadfaidh tú na milliúin post a chuardach agus eolas fúthu a fháil a bhuíochas de léirmheasanna fostaithe agus uirlisí tuarastail phearsantaithe.
- Moltar ar indeed.com go ndéanfá “spriocliosta fostóirí ar mhaith leat obair leo a chruthú.”
- Tabhair cuairt ar na leathanaigh faoi ghairmeacha ag cuideachtaí agus ar a leathanach cuideachta ar indeed.com (má tá ceann acu) chun eolas a fháil amhail

léirmheasanna, físeáin agus folúntais reatha. Féadfaidh tú roghnú fostóirí a “leanúint” ar leathanaigh chuideachta ar indeed.com agus nuashonruithe a fháil ar ríomhphost nuair a fhógraíonn siad poist nua.

- Tabhair cuairt ar leathanaigh chuideachta ar na meáin shóisialta chun níos mó a fhoghlaim faoina gnó ó lá go lá
- Bain úsáid as inneall cuardaigh chun ailt nuachta faoin gcuideachta a foilsíodh le déanaí a aimsiú, le go mbeidh tú “cothrom le dáta leis an scéal is déanaí”.
(indeed.com)

Láithreáin Ghréasáin Áisiúla chun Post a Chuardach

Láithreán Gréasáin	Earnáil
Indeed.com www.jobsireland.ie www.jobalert.ie , www.irishjobs.ie www.recruitmentplus.ie www.recruitireland.com www.careerjet.ie www.jobbio.com www.countyjobs.ie www.monster.ie www.part-time.ie	<p>Poist éagsúla ar fud na tíre</p> <p>Poist pháirt-aimseartha ar fud na tíre</p>
www.facebook.com/Galwayjobconnector/www.facebook.com/GalwayStaffWanted/ www.classifieds.advertiser.ie/jobs	<p>Liosta de phoist áitiúla</p> <p>Pléann an Galway Advertiser le Baile Átha Luain agus Maigh Eo freisin</p>
www.publicjobs.ie www.localgovernmentjobs.ie	<p>Poist san Earnáil Phoiblí, sa Rialtas agus sna Comhairlí (láithreán á chruthú faoi láthair)</p>
www.constructionjobs.ie	<p>Foirgníocht</p>
www.techlifeireland.com www.computerjobs.ie	<p>Poist i Teicneolaíocht na Faisnéise</p>
www.activelink.ie	<p>Poist san Earnáil Dheonach agus Pobail</p>
www.nuigalway.ie/career-development-centre/careersconnect/	<p>Poist do Mhic Léinn Fochéime agus do Chéimithe</p> <p>Fógraítear deiseanna maoinithe freisin</p>
www.jobsguideireland.com	<p>Treoir faoi phoist éagsúla de réir ceantair agus faisnéise eile</p>

Gníomhaireachtaí Earcaíochta

Gníomhaireacht Earcaíochta	Earnáil
www.icejobs.ie	Arna n-úsáid ag Medtronic agus Boston Scientific
www.unijobs.ie	An Earnáil Phoiblí
www.servisource.ie	Altraí agus Cúntóirí Cúraim
www.pjpersonnel.ie/contact	Foirgníocht agus Déantúsaíocht
www.eflexes.com	TF, Innealtóireacht agus Leictreonaic
www.sigmarrecruitment.com www.adecco.co.uk www.hero.ie www.careerwise.ie www.hays.ie www.cpljobs.com www.ireservices.ie www.frsrecruitment.ie www.collinsmcnicholas.ie www.headhuntinternational.com www.noelgroup.ie	Earnálacha Éagsúla

Tagairtí agus Tuilleadh Eolais

125 Cheist Choitianta Agallaimh agus Freagraí (Leideanna san áireamh) -

<https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers?from=careeradvice-US>

Columbia University Center for Career Education - www.careereducation.columbia.edu

CV Clichés To Avoid At All Costs - <https://social.hays.com/2017/10/02/cv-cliches-avoid/>

Paca agus Cur i Láthair Cheardlann maidir le CV agus Agallamh - Forbairt Tuaithe na Gaillimhe

Feasachán Post Fhorbairt Tuaithe na Gaillimhe - [Forbairt Tuaithe na Gaillimhe.ie](http://ForbairtTuaithe.na.Gaillimhe.ie)

Indeed Career Guide - <https://www.indeed.com/career-advice/>

Sinead English. "CV & Interview 101." Polaris, 2019.

Sinead English. Seimineár Gréasáin faoin tSlí le hUllmhú d'Agallamh ar an Teileafón nó trí bhíthin Fhíschomhrá - <https://wearehilt.com>