

## The Interview Process

Your work experience to date presented on your CV has got you to the stage of your interview. Your Performance in your interview is all up to you. Preparation is the key for a successful interview.

***Remember Fail to Prepare, Prepare to Fail!***

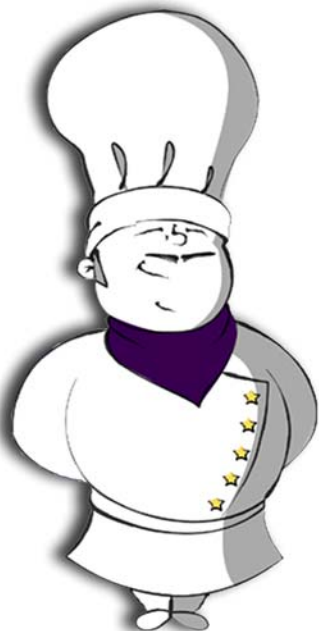
Interviews are two way meetings, the chance to make an impression to a prospective employer and it is important to impress right first time!

## Preparing for an Interview

- Prepare for your interview by researching your potential employer and having a full briefing of the position by websites, your recruitment consultant and news articles.
- Find out about the Company/Establishment, How long in operation, locations, services on offer etc.
- Presentation at an interview is paramount. Dress code should be conservative.
- Caterassist Recommends that a Suit be worn where possible and also this would be prerequisite for Management and all front of house positions.
- Smart and Casual clothes can be worn.
- Please make sure that you dress to impress, your first minute will be always assessed by the interviewer.
- Jewellery, perfume/aftershave and make up should be kept to a minimum.
- Familiarize yourself with the route your interview destination if driving find out the route beforehand and if relying on public transport, find out timetables and stops well in advance. Always allow an extra 30 minutes due to traffic or transport delays.

## Day of interview

- Be punctual for your interview, leaving yourself enough time to tidy and fix your appearance if necessary.
- Always be courteous to the client or there employees, first impressions matter!
- Acknowledge everyone with direct eye contact and a firm handshake.
- Be confident without been forward, be polite, listen to questions before giving your best answer!
- Always thank the interviewer, and ask them what will the next stage be, if they don't inform you!



## During interview

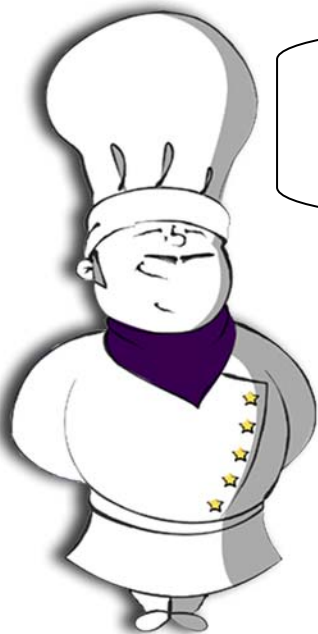
- Focus on the interview and listen carefully to what the interviewer(s) are asking you.
- Know your CV and be capable of discussing every point on your CV. Know exact dates, job duties and contacts for referees if asked
- Be concise to the point without rambling on
- Speak clearly and confidently during the interview.
- Never be negative about previous employers or experiences. Discussing this can portray a negative image about you. Remember you want to show the interviewer all the good qualities that you have to offer!
- Do have questions prepared for the interviewer about the position, company, future plans etc. Having this prepared will demonstrate to the Interviewer that you are interested and researched.
- Also highlight any experience that you may have had that will benefit your future employer.
- Show your personality during the interview and your enthusiasm for the role. Any doubts that you may have may be best answered in the second interview.
- Make the interviewers remember you in the best possible manner!
- Be confident without been forward, be polite, listen to questions before giving your best answer!

As well as the past history on your CV the Interviewer would ask you questions like the following:

- Tell me about yourself and your past employments?
- Why are you seeking a new position?
- Why did you apply for this position?
- Where do you see yourself in 5 years time?
- What are you seeking in this role compare to past roles?
- What is your current Salary?
- What Salary are you seeking?
- What would your current employer say about you, when time comes for a reference check?
- How do you work well with a Team?

**They may also test your skills in relation to pressure and coping scenarios.**

*Listen and then answer, perhaps think of a scenario that may have happened in the past!*

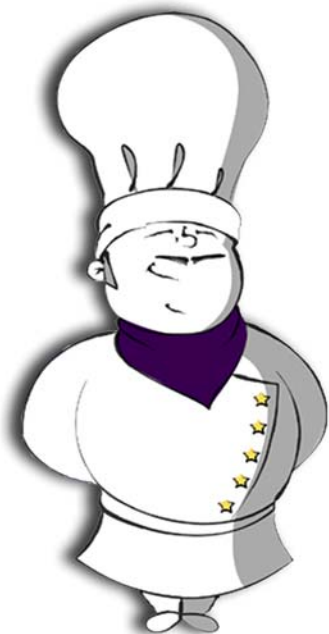


## Closing an Interview

Always thank the interviewer, and ask them what the next stage will be, if they don't inform you! If you are interested in the position on offer tell them your interest! If there is another interview ask them, when they think that would take place and with whom. Also if you were successful when would they be seeking a candidate to start so, if successful you can organize yourself!

## Contact Caterassist

It is a gesture of appreciation to let your Recruitment Consultant at Caterassist know how you got on at the interview. Give them any feedback in relation to the interview, questions asked, if salary was discussed, if another interview was planned, or if an offer was made. You can contact Caterassist either by phone, fax, landline or your Recruitment Consultant's mobile or indeed text them with your name at end of message.



# Salary Guide

Job Title	up to 2 years Experience	3 years + Experience
<b>Kitchen</b>		
Executive Head Chef	€50,000 - €60,000	€60,000 - €90,000
Head Chef	€35,000 - €40,000 + Bonus	€40,000 - €70,000 + Bonus
Sous Chef	€27,000 - €32,000	€32,000 - €40,000
Chef de Partie	€19,000 - €23,000	€24,000 - €28,000
Demi Chef	€18,000 - €22,000	
Commis Chef 2-4 Years	€16,500 - €20,000	
Kitchen Porter	€7.65 - €8.50 per hour	
<b>Front Office</b>		
Front Office Manager	€25,000 - €28,000	€30,000 - €40,000
Head Receptionist/Shift Leader	€21,000 - €25,000	€25,000 - €28,000
Receptionist	€18,000 - €20,000	€20,000 - €24,000
Concierge	€17,000 - €20,000	€20,000 - €26,000
Reservations Coordinator	€22,000 - €24,000	€25,000 - €28,000
<b>Accommodation</b>		
Accommodation Manager	€25,000 - €28,000	€30,000 - €45,000
Accommodation Supervisor	€19,000 - €21,000	€22,000 - €26,000
<b>Bar &amp; Restaurant</b>		
Restaurant Manager	€26,000 - €30,000	€30,000 - €40,000
Bar Manager	€26,000 - €30,000	€30,000 - €45,000
Rest Supervisor	€19,000 - €22,000	€23,000 - €26,000
Bar/Waiting Staff(Experienced/Qualified)	€18,000+Service Charge or Tips	€21,590+S.C. or Tips
<b>Management</b>		
General Manager Hotel	€50,000 - €65,000	€70,000 - €140,000+
Deputy /Operations Manager	€35,000- €40,000	€40,000 - €50,000+
Assistant Manager	€26,000 - €30,000	€30,000 - €35,000
Revenue Manger	€35,000 - €40,000	€40,000 - €55,000+
HR Manager	€30,000 - €35,000	€35,000 - €60,000+
Catering Manager (Industrial)	€25,000 - €32,000	€32,000 - €40,000
Food & Beverage Manager	€25,000 - €30,000	€30,000 - €40,000
Duty/Assistant Manager	€19,000 - €25,000	€25,000 - €30,000
Conference & Banqueting Manager	€26,000 - €30,000	€30,000 - €40,000
<b>Spa &amp; Leisure</b>		
Spa Manager	€30,000 - €35,000	€35,000 - €50,000
Leisure Club Manager	€24,000 - €30,000	€30,000 - €40,000
Spa/Beauty Therapist	€17,500 - €22,000	€22,000 - €26,000
Fitness/Gym Instructor	€18,000 - €22,000	€23,000 - €26,000
<b>Sales &amp; Marketing</b>		
Sales & Marketing Manager	€30,000 - €40,000	€40,000 - €60,000
Sales & Marketing Executive	€24,000 - €30,000	€30,000 - €32,000
Sales & Marketing Administrator	€22,000 - €26,000	€27,000 - €29,000

:: Please note all Salaries are an average and all depend on your experience to date, location and Grade of Property ::

# Contact Caterassist

Our Recruitment Division recruits both Nationwide and Internationally.

## Irish Offices:

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Caterassist also have offices in London, France, Slovakia, Poland, Estonia, Latvia & Czech Republic.