

Job Shop – Interview Preparation Checklist

You only get one chance to make a first impression, so make sure you prepare well. Think about a job interview you've been to recently, or picture yourself going for a particular job interview in the future. Here's a checklist of things to think about. Which ones are really important? Which ones do you already do? Which ones are least important? And why? Can you think of any questions you could ask at the next interview?

	Top Tip	Comments
1	Re-read and know your CV in advance of interview so it's fresh in your mind.	
2	Know who you are meeting and the interviewer's position in the company.	
3	Research the company – always check the website.	
4	Arrive early to allow time to compose yourself.	
5	Dress appropriately – smart, professional.	
6	Be polite to anyone you meet in the building.	
7	Create a strong first impression , be polite and self-assured.	
8	Politely shake hands , with a warm smile .	
9	Wait for the interviewer to invite you to sit down .	
10	Have one or two easy non-work related topics of conversation ready to discuss.	
11	Be relaxed but sit up straight .	
12	Position yourself so your body is facing the other person .	
13	Pay attention to your body language – look the interviewer in the eye and don't cross your arms .	
14	Let the interviewer lead the conversation .	
15	Listen carefully to the questions and ask them to repeat or rephrase the question if it is not clear.	
16	Be honest and objective while answering questions and maintain good eye contact during the interview.	
17	If you are interested in the position, make sure they are in no doubt that you want the job.	
18	Thank the interviewer for taking the time to meet with you.	
19	Arrive when they are not busy . E.g., not at lunchtime or in the evenings.	
20	Be prepared to do a trial morning or afternoon shift.	

If you need extra advice when preparing for interviews, why not come along to the Job Shop on Monday afternoon, 2.00pm to 3.30pm. You can share your experiences and ideas with other Atlas students who are also looking for work in Dublin. Don't leave it to luck. Get organised and prepare for each interview you go to.