

Tips for a Successful Interview

BEFORE THE INTERVIEW

DO

- **Research the company or business. It will look good if you ask them questions as well as answering them.**
- **Take a copy of your resume with you. Plan your responses. Make a list of questions to ask about the job. Make sure you know exactly where you are going, what time you are to arrive and who you are going to see. Check out the roads if you have to drive and allow plenty of time to get there if you have to walk.**
- **Dress appropriately. Wear a neat and clean UCC uniform – do not wear a hoodie into the interview.**
- **Plan ahead and thoroughly prepare. Make sure that you have all the relevant information on your resume and make sure that you can explain EVERYTHING you have written on your resume. Take a pen with you to write down any information that you might need later.**
- **Turn off your cell phone before you enter the building.**

DON'T

- **Leave preparation to the last minute.**

AT THE INTERVIEW

DO

- **Arrive at least 10 minutes early. Maintain a good posture – body language is everything.**
- **Maintain eye contact when speaking. Answer the questions clearly – speaking too easily can be seen as a sign of nervousness.**
- **Ask questions about the company – this shows that you have done your homework.**
- **Ask questions about the job. If you have to take a test – don't rush - take your time.**

DON'T

- **Arrive late without an explanation**
- **Avoid eye contact**
- **Speak negatively about your current or previously employer**
- **Forget to thank the employer**

AFTER THE INTERVIEW

- **The interviewer will give you a time frame in which you can expect to hear their decision. If you don't hear back from them, make a point of calling to ask.**