Be Confident, not arrogant:
Don’t brag about past achievement. Arrogance is the first-class ticket to the door.

Keep private matters to yourself, but don’t deceive:
Keep everything job- and character-specific. However, you don’t want to lie!

Answer the question you’re being asked, but don’t ramble:
The key to answering interview questions is being tight and concise in your answers while answering the whole question.

Always refer to your skill set:
Interviewers want to know what you can bring them that other interviewees cannot. Let your skills be known and sell yourself to them!

**During Your Interview…**

**AFTER THE INTERVIEW**

**Ask for the Job**
When you leave your interview, reiterate how much you want the job and how “right” it feels for you. Never stop selling yourself.

**Thank Every. Single. Person.**

A thank you letter can make all the difference in the world. Show your appreciation for your interviewers.

Tip: For a more personal touch, handwrite your letter; don’t email.

**Good luck!**

**CONTACT US**
For additional information, check out the Communication Center website: [www.uccs.edu/commcenter](http://www.uccs.edu/commcenter)

To speak with a trained CEC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.

Acing Your Interview
Developed by: Todd Waters
Revised by: Jesse Perez
CONGRATULATIONS!
Your interview is just around the corner, and you now have the perfect tool to help you succeed.

This brochure takes you through the interview process, from preparation, the interview itself, and post-interview etiquette.

The three respective sections are designed with you in mind. Use this learning tool to help you achieve that next step in your career.

PREPAREDNESS

How do you find a job opening?

Today, the Internet is the source for job opportunities. Search your company’s website or check out another organization’s page for access to job applications.

Be wary of Monster.com and other job-finding websites; they do not always warrant legitimate job postings. Also, word-of-mouth isn’t a bad avenue, either.

Be sure to network with people in your current company to receive potential job offers and interview opportunities!

PREPARATION

The best place to find a job opening is on a company’s website, or through word-of-mouth.

Résumé Prep:
Make sure your résumé is up-to-scratch. Check out a variety of sources to help you compose the most eye-catching, job-specific résumé and cover letter as possible.

What Do I Bring?
- Research completed about the company
- Extra copies of your résumé
- Pen and paper for notes
- Questions for your interviewer(s)
- Confidence in yourself! You can do this!

“The greatest barrier to success is the fear of failure.”
- Sven Goran Eriksson

“An ‘ability to smell fear’ is a quality I’ve never seen listed on a résumé before.”

INTERVIEW DO’s & DON’TS

DO

- Be yourself!
- Arrive 15-20 minutes early
- Dress to impress
- Respect everyone you meet
- Display your knowledge
- Actively listen to and answer all questions thoroughly!

DON’T

- Act artificial or fake
- Arrive just in time or late—EVER
- Dress sloppily and expect a call-back
- Disrespect anyone involved in the company
- Be ignorant to a company’s values
- Check out from the conversation mid-interview, or avoid questions

Dress to impress:
Men, a nice jacket, tie and slacks are common. Women, a business suit and slacks are appropriate. Remember to be modest and clean in your appearance.