



## UNIVERSITY OF CENTRAL FLORIDA

### CAREER SERVICES & EXPERIENTIAL LEARNING

#### **KnightLink Agreement**

##### **Interview Preparation and Protocol**

- Attend both the CSEL Resume Writing and Interviewing Techniques Workshops and labs or review online PowerPoint slides (visit the Downloads page at [www.csel.ucf.edu](http://www.csel.ucf.edu))
- Research companies and check for recruiting literature at CSEL prior to an employer interview
- Only sign up in KnightLink for interviews where you meet the qualifications posted by the employer
- Bring copies of your resume & references with you to the interview
- Arrive 10 minutes prior to the start of your scheduled interview session
- Follow-up by sending a thank you note to the employer promptly after your interview

##### **Required Interview/Information Session Attire**

- A business suit (with jacket!) in a conservative color such as navy blue, gray, black
- No visible tattoos or facial/body piercings
- For men:
  - A white, pressed shirt with an undershirt
  - A tie with a simple pattern
  - Polished shoes and matching leather belt
  - Socks that cover your leg and are at least as dark as your pants
- For women:
  - A white or light-colored shell or blouse
  - Polished, closed-toed shoes and skin-toned pantyhose
  - Skirts should traditionally be knee-length, but can be slightly below

##### **Required Interview Attire when Business Casual is specified**

- For men:
  - Sport shirts with collar, can include sports coat
  - Dress trousers or pressed khakis
  - All-leather belts and polished shoes
  - Socks that cover your legs and are at least as dark as your pants
- For women:
  - Pantsuits, tailored separates, such as skirts (knee-length), slacks, jackets with tailored blouses, sweaters, and sweater sets
  - Polished, closed-toed shoes and skin-toned pantyhose

##### **On-Campus Interview Preparation Recommendations**

- Have your resume reviewed by a CSEL walk-in counselor

- Schedule a practice interview **or** practice answering questions aloud on your own
- Attend the company’s information session when one is scheduled (it is expected if you are interviewing)
- Prepare a list of questions to ask the recruiter during the interview, based on job description/research
- Connect skills/experience/education to the job opportunity
- Bring a portfolio/notepad and pen to take notes at the interview
- Verify location of interview (CSEL, CBA, or Rosen) using KnightLink
- Reiterate your interest at the end of the interview...Ask for the job!
- Send a thank you note immediately following your interview

**On-Campus Recruitment Process – Cancellation Procedures & No-Show Policy**

- An interview is a formal commitment. If you must cancel, you must do so at least 2 business days in advance of your scheduled interview. Should an emergency arise the day of your interview, call CSEL immediately, 407-823-2361 (no emails).

**If your interview is on....**

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

**You must cancel by the previous...**

Thursday  
 Friday  
 Monday  
 Tuesday  
 Wednesday

- Missing an interview without notification, and/or breaking any other portion of the agreement, will result in suspension of your KnightLink access and on-campus interviewing privileges.
- To be reinstated, you must write a letter of apology to the employer, and have it reviewed and verified by CSEL.

**Career Services & Experiential Learning Contact Information**

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