



TIPS FOR A SUCCESSFUL INTERVIEW

Your interview with CSC Corptax might be virtual, in-person, or a combination of both. Our HR Team will discuss the format with you prior to scheduling the interview. Review these tips to stand out from the pack.



Before the interview:

- **Do your research** by visiting our website and social media pages. Jot down questions to ask the interviewer (you're interviewing us as much as we're interviewing you). Want to know more about our company culture, values, benefits, and flexibility? Just ask! We're happy to give you the full picture and provide additional resources to help you learn more.
- **Prepare your materials.** Gather a notebook and pen for taking notes, extra resumes, and a list of questions. A bottle of water comes in handy as well.
- For virtual interviews:
 - **Make sure you charge the technology you'll be using** (phone, tablet, computer, headset, etc.)
 - **Confirm that your internet connection, video, and audio all work.** (We'll use Zoom or Teams for the interview.)
 - **Set up your space in a well-lit, quiet spot that's free from distractions.** Neutral backgrounds work best, or you may prefer to download a background when using applications such as Zoom or Teams. Use natural lighting if available and choose a spot where you're lit from the front and not sitting in shadow.
- For in-person interviews: **study the route** to the office and parking specifics.



During the interview:

- **Arrive well-rested "looking the part"** whether you're meeting in person or virtually. Wear an outfit that looks professional but reflects your personality. We have a casual office atmosphere.
- **Be genuine.** We're hiring you not only for your skills and experience, but for your full and authentic self. Every day, we strive to empower diversity and inclusion by ensuring our employees feel a sense of belonging and can be their best selves at work.
- **Deliver a strong message** by discussing how your skills fit the position—and have relevant examples ready to share.
- For virtual interviews, consider the following:
 - It's more difficult to share body language cues in a virtual interview, so remember to **stay engaged, smile, and project warmth** and enthusiasm as you would in person.
 - **Maintain eye contact.** Sit up straight and look at the camera to give the appearance of making eye contact with the interviewer. This establishes a connection and shows you're paying attention. You can also place a sticky note below the camera lens to remind yourself to focus on the lens, and you can add key points you want to cover to the note.
 - **Ask questions and take notes.** Make sure your responses are clear, since actions like a subtle nod may not be as easy to see.
 - **Go with the flow.** Since you've already selected and prepped your space, you're halfway there. If partners, roommates, kids, or pets make their way into the shot, don't get nervous, address the situation with humor and show you're cool under pressure. That's a quality any employer will value.



After the interview:

- **A thank you goes a long way.** Whether you interviewed in person or virtually, a quick email to your HR contact and interviewer(s) thanking them for their time is a great way to show your interest and stay connected.

**Good luck in your interview.
You've got this!**

