



# ACING THE INTERVIEW:

## How to Score That New Job

### RESEARCH THE COMPANY

Review the company's website, check out their social media, and read their company profile and employee reviews on Vault.



### PREPARE FOR QUESTIONS

Look over your résumé and know the job description in detail. Develop answers to difficult interview questions and practice them.

### BRING THE RIGHT MATERIALS

In your briefcase or purse, carry copies of your résumé, a pen and notepad, at least three references, and a list of questions for you to ask at the end of the interview.



### BE PERSONABLE AND POLITE

Arrive on time—or even early. Put your cell phone on airplane mode. Shake your interviewer's hand at the start and end of the interview. And don't forget to be an active listener!

### SEND A THANK-YOU

Follow up with your interviewer with a thank-you note. Reiterate your interest in the role, and express your desire to hear back soon.

