

# DAILY NEWS

NEW YORK'S HOMETOWN NEWSPAPER

## YOUR MONEY

# 5 ways to ace an interview

BY PETER HANDAL  
NEW YORK DAILY NEWS

WITH COMMENCEMENT season approaching, it's time for a fresh batch of graduates to enter the workforce.

While some of the brightest minds from the country's top schools are eager to get down to business, they need to make it through rounds of interviews first.

It's more important than ever that applicants come prepared with updated resumes, a list of questions — and most importantly, confidence!

### DO YOUR RESEARCH

Taking the time to research the organization, even if it's just a quick online search, will arm you with a wealth of information that can help you make a memorable impression.

You will be better clued into what important projects are on the horizon, who the senior executives are, who the organization's competitors are, and more.

### COME PREPARED

Jot down a list of your own questions beforehand so you can demonstrate your interest in the position.

Be ready for curveballs. Job candidates should be aware that a potential employer has probably done their homework on them as well. Be prepared to talk about what information a company can find by conducting an online search on yourself, and craft appropriate responses beforehand.

### ACT ENGAGED

Demonstrate that you are genuinely interested in what the interviewer is saying by paying close attention to the conversation. Make a strong first impression with your handshake and eye contact, and establish a rapport with the interviewer. Address him or her by name and be friendly. People are more inclined to agree with others if we have friendly feelings towards them.

### BE CONFIDENT

If you believe in your own abilities to succeed, you'll be better able to communicate that message during your interview. Dress appropriately and professionally. Loving the way that you look will help you exude confidence during the interview. You can also practice your "elevator speech" about yourself until you are confident that you've got it down.

### FOLLOW UP

Always send a thank you note to your interviewer. It's extremely important to personalize the note based on your conversation. Send it via email, and via regular mail if you have enough time between your interview and the final decision.

*Peter Handal is CEO  
of Dale Carnegie Training*