

Tips for Phone Interviews

There are three basic types of telephone interviews:

1. You initiate a call to the Hiring Manager and he/ she is interested in your background. The call from that point forward may become an interview.
2. A company calls you based upon a previous contact. You will likely be unprepared for the call, but it is still an interview.
3. You have a pre-set time with a company representative to speak further on the phone.

Here are some phone interview tips to help you:

Be prepared:

- Research the company and develop a list of questions
- Have your resume in front of you with the job description
- Have key points or examples of accomplishments in front of you that you want to cover in the interview
- Prepare a 60 second commercial (your unique introduction which answers the question: "Tell me about yourself.")

If the phone interview will occur at a pre-arranged time, following are some additional tips:

- Make sure your cell phone is charged
- Turn off call waiting on your phone
- Arrange a quiet space for the interview, free from interruptions or background noise
- Have a notepad handy for notes
- Have a glass of water available

Do's for the Interview:

- Let the interviewer know you are using a cell phone in case you lose the call: get the name and phone number of the interviewer
- Consider dressing nicely for the interview (research shows there is a direct correlation between behavior and dress)
- Smile as you speak; it projects enthusiasm
- Consider walking around the room as you conduct the interview; it can project energy
- Speak slowly and enunciate clearly especially if you have an accent
- Restate the question to give you more time to think of an answer

Don'ts for the Interview

- Don't smoke, chew gum or eat during the interview
- Try not to snifle, sneeze or cough; Cover the phone and say "excuse me" if you can't avoid
- Don't interrupt the interviewer or talk over the interviewer
- Don't feel that you have to fill in silences; the interviewer may be writing notes
- Don't ramble. Know when to stop talking

Remember~ the goal is to set up a face to face interview. After you thank the interviewer, ask if it would be possible to meet in person.

Write a thank you within 24 hours of your interview.