

Phone Interview Tips

During your job search, it's important that you prepare yourself for both in-person interviews as well as phone interviews. You never know when an employer may call and ask you if you have a few minutes to talk. Here are a few tips to help you successfully master those phone interviews:

Be Prepared

Prepare yourself just as you would for an in-person interview. Create a list of your strengths and weaknesses, a list of answers to typical interview questions and be prepared to talk about your skills and experience.

Before the interview:

- Have your resume in clear view so that it's readily available when you need to answer questions
- Have pen and paper ready to take notes
- Turn call-waiting off so your call isn't interrupted
- Go into a quiet room – turn off the TV, stereo, and close the door

Practice

Phone interviews can be just as difficult as in-person interviews, so you want to be sure that you practice as much as possible. Grab a friend or trusted colleague and rehearse your interviews with them so that they can provide you with constructive feedback. This will help you determine your strengths during an interview and pinpoint the weaknesses you need to improve on.

During the interview

- Don't chew gum, eat or smoke
- Keep a glass of water handy
- Smile – smiling changes the tone of your voice and projects a positive image over the phone
- Speak slowly and clearly
- Respond using the person's title i.e. Mr. or Mrs., etc
- Don't interrupt the interviewer
- Take your time and collect your thoughts
- Give short but clear answers

After the interview

- Be sure to thank your interviewer
- Request a meeting in person
- Send a thank you note