

## Phone Interviewing

- \* Stand while you are talking to your interviewer. Your voice will project better. Use a self-confident and enthusiastic voice - a smile can be heard over the phone!
- \* As in any interview, big turnoff is lack of knowledge about the company. Do your homework, read up on the company, **have questions prepared for them.**
- \* Interviewer's goal is to get as much information as possible in a short time. Therefore, be concise, clear and direct in your answers.
- \* Write out basic answers to common questions so you can LOOK AT THE NOTES while on the phone. You don't want to leave much dead air during the conversation, but if you need a moment to think, let the interviewer know that's what you're doing.
- \* Phone may lend itself to a casual conversation (when you can't see each other). Continue to be PROFESSIONAL, even if the interviewer is casual.
- \* Some ways they will try to ascertain your decision making skills and motivation:  
Perfect job for you?  
Process used to choose college?  
How decided upon major? Career?  
How selected summer jobs?
- \* Don't smoke, eat, or chew gum while interviewing.
- \* Take notes when you can.
- \* Ignore other calls – shut off your cell phone if you are using a land line.
- \* Be Attentive – Avoid nervous habits that create noise, ex. Paper shuffling or tapping.

### \* PRE-CALL CHECKLIST

Prepare room of office where you will conduct interview

Create calm atmosphere with no interruptions or distractions.

HAVE IN FRONT OF YOU:

Your resume	pen
job description	calculator
notes you've prepared re: common questions	calendar
blank paper	clock
list of questions to ask interviewer	alternate phone number

\*\* Write a thank you note WITHIN 24 HOURS. Email is fine, handwritten note even better!