

Tips to Ace the Phone Interview

Center for Career & Professional Advancement

Have a copy of your resume and the job description in front of you during the call.

Type up a bulleted list of items you want to cover.

Open up the company's website in your browser and have another window open to the search engine of your choice. *(Never let the interviewer hear you typing.)*

Disable call waiting &/or answering machine.

Use a landline. Cell signals can be intermittent or choppy.

Make/Take the call in an environment with minimal noise and where you can speak at a reasonable volume.

Make sure your cat, dog or bird is occupied and safe in another room so barking and meowing is out of earshot.

Answer the phone with your name.

Smile. When speaking on the phone, your voice actually loses about half of its energy during transmission.

If you need to take a sip of water or handle a situation outside of the interview, use the mute button.

Prepare all of the materials you will need for the interview and be at the location of the call at least five minutes early.

Make sure that your answers during the call reiterate your experience, interest in the position, and desire to continue the conversation in person .

Send a thank-you note an hour or two after the phone interview.

Don't talk about money.

If you receive a call out of the blue, don't be afraid to tell them you need to call back.

While keeping all of these tips in mind, don't lose sight of your phone interview mission: to earn an in-person meeting.