



## Telephone Interview Tips and Techniques

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Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates to narrow the pool of applicants who will be invited for in-person interviews. They also help minimize the expenses involved in interviewing out-of-town candidates.

While you're actively job searching, it's important to be prepared for a phone interview on a moment's notice. You never know when a recruiter or a networking contact might call and ask if you have a few minutes to talk.

### Be Prepared to Interview

Prepare for a phone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical interview questions. In addition, plan on being prepared for a phone conversation about your background and skills.

- ✓ Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer questions.
- ✓ Have a short list of your accomplishments available to review.
- ✓ Have a pen and paper handy for note taking.
- ✓ Turn call-waiting off so your call isn't interrupted.
- ✓ If the time isn't convenient, ask if you could talk at another time and suggest some alternatives.
- ✓ Clear the room. Evict the kids and the pets. Turn off the stereo and the TV. Close the door.

### Practice Interviewing

Talking on the phone isn't as easy as it seems. Have a friend or family member conduct a mock interview and record it so you can hear how you sound over the phone. You'll be able to hear your "ums" and "uhs" and "okays" and you can practice reducing them from your conversational speech. Also rehearse answers to those typical questions you'll be asked.

### **During the Phone Interview**

- ✓ Don't smoke, chew gum, eat or drink.
- ✓ Do keep a glass of water handy, in case you need to wet your mouth.
- ✓ Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- ✓ Speak slowly and enunciate clearly.
- ✓ Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- ✓ Don't interrupt the interviewer.
- ✓ Take your time. It's perfectly acceptable to take a moment or two to collect your thoughts.
- ✓ Give short answers.
- ✓ Remember your 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.

### **After the Interview:**

- ✓ Take notes about what you were asked and how you answered.
- ✓ Remember follow with a thank you note which reiterates your interest in the job.