Tips for Phone Interviewing

**Before the Phone Interview:**

- **Do your research about the company.** Look at their website, press releases, news articles, blogs, etc.
- **Practice.** Have a friend, family member, or Career Center staffer conduct a mock phone interview with you beforehand. During a phone interview, the employer is not able to read the same non-verbal cues, so you will have to consider other factors that will affect their perception.

**During the Phone Interview:**

- **Dress as if you are going to an actual interview.** Dressing up will assist in projecting a positive attitude, confidence, and a professional tone.
- **It is best to use a landline.** If you don’t have a land line at home, just make sure you are in an area with as much cell phone service as possible. Turn off “call waiting” so your call is not interrupted.
- **Have a pen and paper ready for note taking.**
- **Keep your materials close.** This includes your resume, cover letter, notes, etc.
- **Prepare questions ahead of time.** Write out a few questions to ask your potential employer at the end of your phone interview. Do not end the call without having a question.
- **Smile.** Smiling will project a positive image to the listener and will change the tone of your voice. (Remember – you can’t be seen.)

**After the Phone Interview:**

- **Write down what you were asked and how you answered.**
- **Remember to say “thank you.”** Follow up with a thank you note that expresses your gratitude for the opportunity to interview and reiterates your interest in the position.