

# *Tips for a Successful Phone Interview*

## **Before Your Interview:**

### **Prepare for the phone call**

- Prepare for the phone interview as you would all other interviews. Consider scheduling a mock interview in the Career Center and/or use Big Interview to practice.
- Never agree to an on-the-spot phone interview; explain that while now is unfortunately not a good time, you're very interested in the position and would welcome the opportunity to schedule a phone interview as soon as possible. Any legitimate employer should not have a problem with this.
- Establish a set time for the phone call to occur to ensure you can be in a quiet environment
- Gather all pertinent information: phone number to call, interviewer's name, interview length, etc.
- Have all materials prepared and available to you during the interview, including:
  - Resume, correspondence with employer, research on company, questions to ask, and your calendar to enable you to schedule an in-person follow-up interview
- Use a landline for the most reliability; if you must use a cell phone, ensure it is fully charged
- While phone interviews are typically brief, if the length of the phone interview wasn't discussed, block off at least 30-minutes to avoid a scheduling issue if the call is lengthy

## **During Your Interview:**

### **Take the phone call while standing**

- Standing during the interview improves your tone of voice and helps you speak professionally
- If you are uncomfortable standing, sit in an upright chair, not a comfortable couch or seat
- Consider dressing professionally for the interview to put you in a confident and professional mindset

### **Be prepared to speak about all aspects of yourself**

- This tends to be a screening call. You should be able to answer the "when, where, how, and why" in relation to your work and educational background
- Develop clear answers to questions such as:
  - Tell me about yourself and your interest in this position.
  - What are your strengths...weaknesses?
  - What can you do for our organization? What are your career goals?
  - What salary are you looking for?
  - What do you know about our organization? What questions do you have for us?
- Avoid long pauses, "uhs," or "you knows" during the interview. Speak confidently and concisely

## **Concluding Your Interview:**

### **Inquire into the next steps**

- Restate your interest in the position and inquire about the recruitment time frame and next steps
- Follow up with a letter thanking the interviewer(s) and confirming your interest in moving forward