Phone Interview Tips

1) Use a land line. This will cut the odds of a dropped call at a minimum.
2) Consider dressing as you would for a live interview. This will help boost your energy and move the call closer to a face-to-face experience.
3) Eliminate potential noise and distractions. Find a quiet place to make your call, free of pet and street noise. Be sure to let roommates know about your call to avoid any interruptions.
4) Have a copy of your resume, paper, and pen. Your interviewer will almost always refer to it during your conversation, and you’ll want it handy. Be ready to take notes as needed.
5) Have access to the internet. Though you want to give your full attention to your interviewer, you may want to begin the call with the organization’s website open as well as another window with a browser of your choice. Never let the interviewer hear you typing—you may want to invest in a quiet keyboard.
6) Answer the call with your name. This will minimize the chances for awkward beginnings. In addition, know how you will greet the interviewer ahead of time. For instance, “Hello, John, thank you so much for taking the time to speak with me today.”
7) Smile and maximize your energy. Your voice loses about half its energy over transmission. Smiling boosts your energy levels. Don’t be afraid to convey your enthusiasm by overcompensating.
8) Listen carefully and slow your cadence. Without being able to see the cues of the interviewer’s body language, you need to listen very carefully for tone and inflection. Leave a brief pause before responding to avoid “cutting off” the interviewer. Slowing your pace down will enhance your listening ability while ensuring you’re clear to the interviewer, minimizing any miscommunication or awkward exchanges.