

## **HOW TO CONDUCT A SUCCESSFUL PHONE INTERVIEW**

- 1. Prior to receiving a call from a prospective employer, do your homework. Check out the company on their website, and/or do an internet search for company information.**
- 2. When you receive the call, ask the caller to “hold on a moment”. You then put the phone down, take a deep breath, straighten your posture, set your mind on business, and pick up the phone again. *(If the call comes at an inconvenient time, ask if you can call him/her back. Set an appointment. And call when you say you will.)***
- 3. Sit up straight or stand-up to instill the most energy in your delivery.**
- 4. Have a picture of a friend or loved one in front of you, or a mirror, and look at the person in the picture or mirror as you talk, so it is as though your interviewer is sitting across from you.**
- 5. Smile as you talk, people can hear a smile over the phone. (It’s true!)**
- 6. Have a copy of your resume in front of you, and a pad of paper and a pen to take notes.**
- 7. Prepare in advance any questions you have for the employer. But wait to ask them either during the interview or at the end. Often an employer will explain much about the company and the open position and in so doing will answer your questions without you having to ask.**
- 8. When you are asked a question, take the time you need before you answer, but when you do, be concise, and give concrete examples of your work and accomplishments.**
- 9. Take care to NOT OVER TALK. The interviewer wants a specific answer not a 10 minute discourse.**
- 10. When the interview is coming to a close, ask the interviewer what the next step is.**
- 11. If you are still interested, tell him/her.**
- 12. If you are no longer interested, wait to tell me, do not tell the interviewer. Try to end your talk on a positive note.**
- 13. Tell the interviewer sincerely “Thank you” for taking the time with you.**
- 14. Call me after you speak with the potential employer.**