

## Tips for Interviewing by Phone

- Be sure you have researched and learned all you can about the company beforehand. Have a couple of intelligent questions prepared to ask the interviewer (nothing you can easily find online about the company).
- If you know your interviewer's name, look them up online and on LinkedIn. You may learn something that can help you during the interview. It also helps to just know a little bit about them and to see what they look like. This may help you feel more relaxed and prepared during the interview.
- Make sure you have a quiet place to take the call. If you share with roommates or anyone else, make them aware of your appointment and ask for their cooperation. Make sure there will be no other background noise such as TV, radio, people, noisy appliances, etc.
- It helps to smile a bit while talking. This comes through in your voice.
- It also helps to stand while talking. Your voice projects better.
- Have a copy of your resume and possibly some notes or questions jotted down. Don't be obvious that you are reading or looking at notes, but if you get stuck for questions to ask, this will help. If the interviewer asks you something specific from your resume, it will help to have it in front of you.
- Be just as professional as if you were meeting in person. Prepare for your interview in a similar way and review a list of frequently asked interview questions so you can think about how to answer them ahead of time.
- Remember: your voice and phone manner are the only things the employer will have to get that first impression of you, so make it count!
- Send a Thank You Note to your interviewer afterwards. It's okay to email one.