

# Phone Interviewing Tips

Congratulations, you're starting to prepare for the interview process, and typically the next step after applying for a job is getting a phone interview.

## Why do companies have phone interviews?

Phone interviews are commonly used to screen candidates in order to narrow the pool of applications who will be invited for in-person interviews. Without visual and body language cues, telephone interviews rely heavily on the content in your answers, and your ability to project enthusiasm and interest in your voice.

## Here's what to do:

**Smile!** - Be sure to smile! This simple rule will help you sound enthusiastic on the other side of the phone, which helps display good communication skills to the employer.

**Be in a quiet spot-** Do not be in a car, coffee shop, or even outside. The best place to be for a phone interview is a quiet room where you can shut the door and have complete concentration. Not only will you be less distracted, but so will the interviewer thanks to no background noise.

**Have a reliable phone-** If you don't have access to a land line make sure your phone is fully charged and you have full signal. A lost call or dead phone makes you look unprepared, and if they called you from an unavailable number you may not have a chance to call back and explain what happened.

**Be prepared-** Have your resume, a pen and paper handy for notes, and the questions you want to ask them ready before they call. Take advantage of the fact that you can have a 'cheat sheet' for the interview, but be sure to still prepare, because if you're scrambling through paper to find the answer to an easy question, this will come across on the phone.

## Other tips from Bottom Line Counselors!

- Don't smoke, chew gum, or eat
- Do keep a glass of water handy, to avoid dry mouth
  - Speak clearly and not too fast
  - Don't interrupt the interviewer