

PHONE INTERVIEWS



Phone interviews are becoming more and more common in the job search process. They save the company and the candidate a lot of time. If you are in the job market, it is important to prepare yourself for a phone interview.

1. **Schedule it for quiet time.** If you have the opportunity to schedule the time of the phone interview, be sure to schedule it when you know you will be able to give them your full attention. Make sure the kids are busy, the dog is outside, and it is the most convenient time for you. You do not want any distractions or any loud noises that may be distracting you and or your interviewer. This can be a huge turnoff.
2. **Have your resume next to the phone.** Be sure it is the same copy you sent out to the employer who is calling. Your interviewer will be looking at your resume throughout the interview, and you want to be sure that you know what he/she is talking about. You do not want to come off as being unsure of some of the details of your work history.
3. **Prepare notes.** Have prepared answers ready to some basic questions like, “Why do you want to work for our company?” or “Why should I hire you?”. Take advantage of the fact that this is over the phone. Use your notes to help you say exactly what you want to say. It is a good idea to use easy to read bullet points so you are not reading it out loud. Pick out areas of your resume that you might want to elaborate on. Remember, so far your resume is the only tool your caller has to know who you are. Sell yourself more than your resume does.
4. **Research the company.** Make sure you know the company. You should jot down a few things in your notes that you can refer to in case questions that require company knowledge come up. You will be remembered more than another candidate if you show interest and knowledge about their company.
5. **Have questions ready.** Show your interest in the employer rather than focusing only on yourself. Have a few questions prepared in your notes that you might want to know about. Make the interview a bit more personal and more like a comfortable conversation; ask a question for them here and there.
6. **Know your schedule.** If your interviewer is interested in setting up a face-to-face interview, know what your availability is. The last thing you would want to do is to succeed in a phone interview only to tell them to call you back because you are not sure when you can meet them. Chances are you don’t hear back from them. Have a copy of your schedule next to the phone.
7. **Plan a closing.** How many times have you thought of something you SHOULD HAVE said AFTER you left an interview? Do not let that happen again. Know that you said everything you want to say before you get off the phone.

Again, write down some notes to any last things you might want to add or how you might want to close it.



