

Telephone Interviews

Be Prepared to Interview

Prepare for a phone interview just as you would for a regular interview.

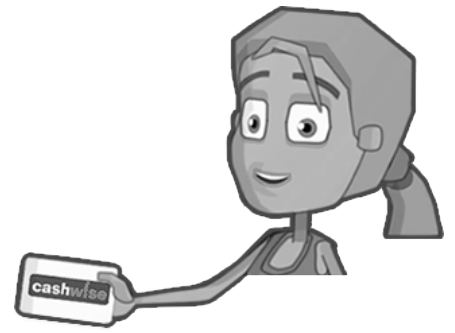
Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. It is often useful to work through some practice questions to help you to feel prepared for the questions that may come up and to practice saying these answers out loud. In addition, plan on being prepared for a phone conversation about your background and skills.

Tips

- Do some research on the company and the role.
- Keep your CV in front of you to help prompt you when answering questions.
- Have a pen and paper handy for note taking.
- Avoid any distractions – take the call in a clear, quiet room.
- If the time isn't convenient, ask if you could talk at another time and suggest some alternatives.

During the Phone Interview

- Don't chew gum, eat, or drink.
- Keep a glass of water handy, in case you need to wet your mouth.
- Smile - this will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and clearly.
- Use the person's title (Mr/Ms and their last name.) Only use a first name if they ask you to.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Don't interrupt the interviewer.
- Give short answers – focus on the key points you want to get across.



- Thank the interviewer for their time and ask what the next step will be.

After the Interview

Take notes about what you were asked and how you answered.