

10 Tips for a Successful Phone Interview



GOAL

Remember, your basic goal is not to get the job - it's to get the face-to-face interview.

NO DISTRACTIONS

Be ready and waiting in a distraction-free environment. Turn your devices on silent mode.

BE READY

Expect possible early calls or delays - 15 minutes before & after scheduled time. If something goes wrong - don't panic.

USE INTERVIEWER'S NAME

Get the caller's name, position, and write it down. Use the caller's name during the interview to build rapport.

ETHICS

Use positive, slang-free language. Avoid eating, smoking or chewing gum.

ZEAL

Express enthusiasm and interest. Stand while you are speaking so the sound is more confident and less lethargic.

BRING VALUE

Emphasize your skills and experience; what you have to offer the company. Avoid selfishly motivated questions regarding compensation.

FINISH STRONG

Concisely express your interest in the company. Thank them for their time and follow up with an e-mail if possible.

Prepare for Tough Questions:

- Why are you leaving your present position or your last position?
- What are your strong/weak points?
- What were your biggest accomplishments in the last position?
- Why are you interested in working for us?



Take Time to Research the Company:

- Check out company's website and Google them.
- Review their social media accounts.
- Understand their history and mission.
- How can you help them achieve their goals as a company?



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