TIPS FOR A SUCCESSFUL TELEPHONE INTERVIEW

Be prepared:
♦ Do your homework on the company you are interviewing with
♦ Keep your resume and any information you have compiled about the company by the phone
♦ Have a list of questions ready for each company
  “What exactly will be the three major responsibilities in this job?”

During the interview:
♦ Be respectful
♦ Refer to the interviewer by his/her surname until invited to do otherwise
♦ Allow the representative to do most of the talking
♦ Keep up your end of the conversation
  Ask what immediate projects the interviewer’s department is involved in
  Biggest challenges that are being tackled
♦ Beware of yes/no answers. You should be brief yet thorough
♦ Speak directly into the telephone
  Keep the mouthpiece about 1” from your mouth
  Do NOT smoke, eat, or chew gum while on the phone
♦ Take notes; they will help in preparing for the face-to-face meeting
♦ Salary and benefits should not be brought up in the initial interview, unless the employer brings it up, or an offer is made.

End of the interview:
♦ Ask any more questions that will improve your understanding of the job requirements
♦ Ask for contact information
  “If I need any additional information, I would like to feel free to get back to you.”
♦ Thank the interviewer(s)

After the interview:
♦ Think of any more questions that you may have forgotten during the interview and write them down for future reference
♦ Send a thank you letter to the individual(s) you spoke with