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## Are You Ready for a Phone Interview? 7 Tips to Help You Succeed

Many companies today opt for phone interviews because it often saves the company time, effort and money. Therefore, do not be surprised if you are informed that instead of a face-to-face interview, you will be interviewed over phone. If that is so, ensure that you prepare as carefully for the phone interview as you would do for the in-person one. Here are a few important tips that will help you succeed:

1. **Dress Up for the Part** - While it is true that your interviewer might not see you, dressing up for the part puts you in the right frame of mind. You will also feel more confident and serious about the interview when you look the part.
2. **Prepare for the Interview Thoroughly** - Go through all the motions that you would go through while preparing for a regular interview. Take a paper and fold it vertically; on the left side mention what are the key responsibilities listed for the coveted job and on the right what are your best skills, qualifications and achievements that would show you as the best fit.
3. **Make Sure You Have a Good Phone and Test It** - This is not the time to take chances with the phone. Since this is the medium of communication, ensure that it functions perfectly well and its reception and transmission abilities are impeccable. It would not do if you keep asking the interviewer to repeat the question or if you are required to scream out your answers back to them. Test it at least 4-5 times to ensure that it functions perfectly.
4. **Find a Place Where You Will Not Be Disturbed** - Choose a place where you can be alone when the call comes through. Ensure that you are not likely to encounter any type of interruption during the time. If you are taking the call on your cell phone ensure that you choose an area where the signal is strong and constant.
5. **Have Your CV Out in Front of You** - The interviewer will most likely be referring to the CV as he talks with you. Hence, it will be good to have it in front of you for immediate reference.
6. **Inform Your References** - Remember to inform your references about naming them in your CV for this job so they will be ready if they are called with queries about you.
7. **Keep Notes on the Company Ready** - Many interviewers ask you how you fit in the overall goals and vision of the company. They may also test your knowledge about the company in general. Do your homework well. Take advantage of the phone interview scenario; you can



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have a laptop with the website of the company open so you can refer to it quickly in case you need some quick information. However, you need to have prepared well to even know where to look in the first place.

**See the following articles for more information:**

- [21 Major Interview Mistakes to Avoid at All Costs](#)
- [The Best Way to Prepare for a Job Search and Interviews](#)
- [How to Talk About Other Interviews in Your Interviews](#)
- [How to Answer the Tell Me About Yourself Interview Question](#)
- [How to Answer the Do You Have Any Questions for Me Interview Question](#)