

Take Your Next Phone Interview with Confidence

***Summary:** Now there is a step in between the application stage and physical interview stage: the phone interview. Learn how to do well in your next phone interview.*



The interview process has changed from the way it was ten years ago. Before, all you needed was a great resume and professional outfit to make a great first impression at the interview. Now there is a step in between the application stage and physical interview stage: the phone interview.

More and more companies are implementing this technique to save costs and time. Phone interviews can be more difficult for some that lack the comfort and ease of expressing their personality with only their voice. Luckily, there are many ways you can prepare and get ready for phone interviews to help them go smoother.

- See **Are You Ready for a Phone Interview? 7 Tips to Help You Succeed** for more information.

Prepare

Find out all you can about the company with research on Google and their company page. Create a list of questions that relate to the company and position you are applying for such as "What particular skills and qualities is the company looking for in a candidate?" By coming up with



thoughtful questions about the company you will show that you are interested in the company and are a qualified candidate that is worth their time. Try to find a picture of the person that will be interviewing you if that will make you more comfortable.

Environment

Make sure that you have a quiet, interruption free place to have the interview. Horns blaring, children screaming, or any other disruptive noises will distract from the interview. Try to use a land line if possible to eliminate the risk of a bad connection or dropped call. If that isn't possible, make sure your phone is fully charged and has full reception bars. Get the interviewer's number just in case something does happen to the call.

Appearance

Even though no one will see you in person, you will have more confidence if you are dressed in a professional outfit instead of your pajamas. Keep a smile on your face to make the tone of your voice friendly and engaged. To make sure your voice doesn't go out on you, take a teaspoon of honey or a lozenge one hour before the interview to keep your voice strong. Keep a glass of water nearby just in case.

Paperwork

Take advantage of the fact that they can't see all your resources lined up on your desk or wall to help you during the interview. It is important to either tape the sheets or nicely line them up side by side to reduce any paper rustling noises.

Conclusion, Concentration, and Courtesy

Phone interviews generally are shorter, so you need a strong conclusion to leave a lasting impression. Take notes during the call that you can refer back to at the end. Don't doodle or do anything else that might distract you from listening closely. End the interview politely with a thank you after asking when you can meet them for a physical interview.

Follow Up

Send an email thank you note the same day as the interview and a written thank you to be either dropped off or mailed the next day. Include a line or two about something specific you discussed



during the interview. Now is the chance to restate your interest and excitement about the job.