

## **How to have a successful phone interview**

**Purpose:** Phone interviews are used by companies to save time by pre-qualifying your interest and expertise. The following are some recommendations to help prepare you and make your phone interview successful.

### **Isolate yourself:**

Phone interviews place you at a disadvantage because you only have one tool of communication, your voice.

- The interviewer's impression of you is shaped by all the sounds coming through the phone. Insulate yourself from distractions and background noises.
- Do not have your phone interview when you are surrounded by a lot of noise like an outdoor café at a busy intersection.
- Plan to conduct the interview on a land line. If the call is on your cell phone make sure the caller can hear you clearly.

When the phone interviewer first contacts you, make sure it is comfortable for you to talk on the phone for at least 20 minutes. *If it's not convenient, recommend scheduling another time for the call.*

### **Schedule the Phone Interview:**

If you cannot speak comfortably when the first call arrives, ask the interviewer if you could schedule a specific time for the phone interview.

- Find out who you will talk to: research the person interviewing you and the company. Gather information about them on LinkedIn, Twitter, and Google.
- Offer to call the company: This ensures you are fully prepared and in a situation where you can speak without interruptions.
- Prepare for the interview: Prepare like you would for a face to face interview. Stand up walk around and smile. All these things make a big difference in the projection and quality of your voice.

### **Prepare responses for Interview questions:**

Phone interviews follow a similar pattern of questioning with the purpose of screening you out of consideration. Below is a [list of questions](#) most phone interviewers ask. Write down and practice your responses.

- Tell Me About Yourself.
- What do you know about our company?

- How did you learn about this position?
- What is our current salary?
- What are your compensation requirements?
- Why are you looking for a new position?
- What are your strengths?
- What are your weaknesses?
- Do you have any questions

### **Question you should ask:**

Questions are your primary tool of influence with an interviewer. Questions help you direct the conversation and assess if the company is right for you. Here are some questions to ask during a phone interview.

### **Opening Questions:**

- What is your position with this company?
- How much time would you like to speak on the phone?
- What position are you considering me for?
- What are the key things you'd like to learn about my background?

### **Middle of the interview Questions:**

- What business imperatives are driving the need for this position?
- Describe the three top challenges that I'll face in this job?
- What are the characteristics of people who are most successful in your company?
- What are the key deliverables and outcomes that this position must achieve?

### **Closing Questions:**

- What additional information would you like me to provide?
- What concerns do you have at this point?
- When is the best time to follow up with you?
- What is your email address?

### **What's Next:**

At the conclusion, ask the interviewer about next steps and timing of their hiring process.

### **Get Face-to-Face:**

If you are interested, ask for a face-to-face interview. **Remember that your objective** (during the phone interview) **is to secure a face-to-face interview.** You will be most effective discussing your background and assessing the company in a face-to-face meeting.

### **Thank the Interviewer:**

Send a handwritten thank-you note (as well as a brief email immediately after)