

# PHONE INTERVIEWING

HOW TO IMPRESS THE EMPLOYER

## WHY DO EMPLOYERS USE PHONE INTERVIEWING?

- To pre-screen applicants and to ensure they meet the basic qualifications
- Companies may want to save on travel expenses
- To screen the top candidates
- To gain more information or decide which candidates to ask back for second interviews
- A conference call may be utilized to facilitate an interview in a variety of locations

## HOW TO EXECUTE A SUCCESSFUL PHONE INTERVIEW

- Conduct a mock interview ahead of time
- Be in a private space where you feel comfortable
- Have your application materials in front of you for reference
- Have self confidence and an enthusiastic voice
- Smile and stand when you talk
- Take notes for future use
- Have a professional voice-mail

## HOW ARE YOU EVALUATED?

- Did you have an enthusiastic voice and tone?
- Did you answer question vaguely or directly?
- Did you research the company well?
- Did you express interest in a second interview?
- Did you follow-up with a thank you letter?
- Did you send supporting materials?

***“Failing to prepare is preparing to fail.”***  
*John Wooden*

## QUICK TIPS

- Treat it like a face-to-face interview
- If you cannot take the call, kindly ask if you can call the employer back on a specific day and time
- Be sure to follow-up with a thank you letter or email

***PROPER PLANNING  
PREVENTS  
POOR PERFORMANCE***

