

## **CAREER SERVICES INTERVIEW ESSENTIALS**

### **Telephone Interview Tips**

Telephone Interviews are very similar to regular interviews. The main difference is that you will not be able to see your interviewer. This can be both good and bad. Benefits include the ability to keep notes in front of you and the option of conducting the interview from a familiar space. On the other hand, you will not be able to present yourself as complete package by shaking their hand or interacting with them in person. This type of interview may appear to be simple, but don't underestimate it. You can still get just as nervous, if not more nervous than during a regular interview. With that said, we recommend the following tips.

- Determine where you want to conduct your interview. Make sure the location is quiet and you will not be interrupted by children, family pets, or other noises and distractions. A room where the door can close is helpful.
- Close the door and turn off the TV and stereo to eliminate background noise that will otherwise sound unprofessional.
- Decide which phone line you will be using. If you choose a cellular phone, make sure you have good reception and that the phone is fully charged for the interview. It may also be helpful to keep the power cord nearby in case of battery failure.
- Make sure the employer has the correct phone number.
- Prepare for a live interview. Practicing typical interview questions and researching the company will help your interview go smoothly. Make sure to follow the same procedures as a live interview such as asking questions and following up with a thank you note.
- Dress up for the interview even though the employers cannot see you. This will help you feel more confident and will influence your speech.

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- Stand up. Standing during the interview will allow you to speak more confidently. Allow yourself a little room to walk a few feet if you feel so inclined. If you are uncomfortable standing, sit up straight.
- Make sure there is a flat surface available for writing and keeping notes.
- Keep notes at the table. This includes copies of the resume and cover letter you sent to the employer as well as a copy of your portfolio. You should also make notes about typical interview questions so you don't leave out any important information.
- Have a glass of water available in case you need to wet your palate.
- Keep a pad of paper at the table to take notes on the interview.
- Speak clearly!
- Don't speak at the same time as the employer. In fact it is better to let them talk just as much, if not more than you do.
- Be aware of your voice. If you are nervous, you may speak more quickly or at a higher pitch making it more difficult for the interviewer to understand you. Try to relax and speak slowly, clearly, and in your normal vocal register.