

HOW TO SUCCEED IN A PHONE INTERVIEW

Preparation for the Interview:

1. Turn off distractions. Have your phone in a quiet room away from radio, television, family, roommates, or anything else that may make noise or take your attention away from your task. Make sure you have a strong signal, or find a place where you do.
2. Gather your tools by the phone:
 - " Laptop
 - " Resume
 - " Pen and Paper to jot the interviewer(s) name(s) down immediately and to take notes during the interview
 - " Company research (with relevant information highlighted)
 - " Questions to ask about the company and position
 - " A loosely written outline of points to make or items to cover as you talk about the position
 - " Headset for phone so your hands are free if you prefer that
 - " Comfort items: a glass of water, tissues
3. If the employer sets up an appointment in advance, dress the part for the interview. Experts say if you're dressed in a professional manner, you'll speak that way. Never underestimate the power of a suit.
4. If you have call waiting, turn it off. Online you can find the instructions on how to do this on a per-call basis.

During the Interview:

1. Stand up to talk. Your position affects the quality of your voice. If you are sitting down relaxing, you don't project the same readiness and intensity as you do when you stand up. Smile, this will also help your delivery.
2. Talk only when necessary. Since you lack the visual cues of body language to assess whether you've said enough, mark the end of your response with a question such as, "Would you like more details of my experience as an intern with XYZ Company?"
3. If an employer calls and wants to do the interview right away (instead of setting up an appointment), excuse yourself politely and offer to call back in five minutes. This will give you time to make the psychological switch from whatever you are doing to your professional demeanor.
4. Let the employer end the interview. Then you should say "Thank you for your time," and reiterate your interest in the position.
5. If you perform well on the telephone, you'll probably be invited to interview with a hiring manager on site.