Phone Interview Preparation

Tips for navigating a successful phone interview. Companies often use phone (and video) interviews early in the process as a quick, economical way to screen candidates. In most cases, this is your first contact with the company, so do not underestimate its importance. Treat a phone interview exactly as you would an in-person interview.

USEFUL HINTS

9 TIPS

1. **Work with your recruiter to schedule a specific time for the call.** You will be fully prepared and avoid being caught at a moment when you cannot interview effectively.
2. **Use a reliable phone with a strong signal and a full battery.** Test it beforehand, and take the call somewhere with good reception. If it is a video call, check your camera, audio, and background too.
3. **Make sure your voicemail greeting is courteous, professional, and includes your name.** Clear any full mailbox so the interviewer can leave a message.
4. **Let the people you live with know that employers may be calling.** Ask them to answer professionally if they pick up and to pass along any messages promptly. Their cooperation matters to your search.
5. **Take the call in a quiet, separate room** away from distractions such as the television, music, pets, or background conversations.
6. **Silence notifications and never interrupt the conversation to take another call.** If a call-waiting beep causes a noticeable break, either ignore it or make light of it and move on.
7. **Speak clearly and directly into the microphone.** If the connection is poor or you have trouble hearing, ask the interviewer to call you back, adjust your phone, or ask them to speak up.
8. **Have your notes in front of you** on the company, the position, and yourself (your resume). One advantage of a phone interview is that you can refer to them, so stay organized and articulate.
9. **Prepare, but do not memorize, responses to five to ten common interview questions.** For sample questions, see our "Typical Interview Questions" resource.

Ask for the meeting

A phone interview is a great opportunity to sell yourself and learn more about the position. It is also the ideal time to set up your face-to-face meeting, so have your calendar on hand and suggest convenient dates. Good luck!

QUESTIONS? ASK YOUR RECRUITER

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