

## Phone Interview Tips

### Get the call

- Always be prepared for calls from a recruiter or manager.
- If an interviewer calls you when you are in an unsuitable situation, ask to call back and agree on a specific time for later on the same day.
- Have a 30-second sales pitch for yourself ready that captures your most important professional accomplishments and skills.
- If you use a cell phone for the call, make sure it is fully charged.
- Find a quiet place with good phone reception where you will not be interrupted.
- Remove all distractions, and make sure you're focused 100% on the conversation.

### Ace the interview

- Have a copy of your resume in hand for reference.
- Be prepared – know the job requirements.
- Make notes for yourself and keep them in front of you.
- Smile! You can hear it over the phone.
- Be honest about your skills, knowledge, and experience.
- Be prepared to ask follow-up questions.

### Take the next step

- Express your interest in the job.
- Ask about the next step in the hiring process.
- Be ready to schedule a face-to-face interview and collect details about whom you will meet, where, and when.
- Thank the interviewer at the end of the call.
- Follow up with a thank you note, the same way you would for a face-to-face interview.