Phone Interview Strategies – Final Roundup
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- Job interviews can be a stressful process, but not anymore because you are completely prepared.

- The phone interview is different because the interviewer can’t see your facial expressions.

- You will have to express yourself calmly and carefully with your voice.
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Here are some essential phone interview techniques you won’t want to forget:

- **Don’t be late**
  - Be ready by the phone. Don’t let this call roll to the answering machine.

- **Take a deep breath**
  - When the phone rings, you may feel nervous butterflies. When you feel nervous, take a deep breath, count to three, and then turn on the charm.
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- **First impressions count**
  - Don’t chew gum or smoke. It’s very easy to hear people smoking on the other end of the phone.

- **Body language talks**
  - Even though you’re on the phone, you still have body language that can be heard over the phone. Don’t lean your chin on your elbow because it slurs your speech. Don’t chew on your pen cap.
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- **Speak clearly**
  - Speak clearly and distinctly with a confident voice. Hold the receiver well and don’t use a speaker phone or headset. The mouthpiece should be 5 cm from your lips. Be careful not to slur your speech. Speak normally. If you are a fast-talker, then slow it down a bit.

- **Be a gentleman (or a lady)**
  - Remember good manners and wait for the interviewer to initiate the discussion, questions, and transitions to other topics. Don’t interrupt.
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- **Be a good listener**
  - One of the most neglected interviewing skills is listening. Listen carefully and remember what’s been discussed. You can take notes.

- **Have a positive attitude**
  - Don’t make negative remarks or give any excuses about a negative experience. If you are asked why your grades are low, then don’t give excuses, instead, focus on stating the positive facts and what you have learned from your experience.
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- Be yourself
  - Speak clearly and enthusiastically about your experiences and skills. Be professional, but don’t be afraid to let your personality shine through. Talk positively about yourself, this is your chance to sell yourself.

- Address the job criteria
  - Keep a copy of the job description at hand and ask any questions you have about the job.
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- **Answer the question asked**
  - Make sure you understand what is being asked, and get further clarification if you are unsure.

- **Take another deep breath**
  - Think before you speak. If the interviewer asks you a question and you feel confused, take a deep breath and ask the interviewer to please repeat the question.
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- **Give specific examples**
- One specific example about your background is worth 50 vague stories.

- Prepare your answers before the interview. Give examples that highlight your successes. The interviewer assumes that past behavior will indicate future performance.

- Remember to practice the Interview Questions and Answers module in this program.
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- **Ask questions**
  - Many interviewees don’t ask questions and miss the opportunity to find out valuable information.

  - Your questions indicate your interest in the company and the job.

  - In addition, YOU are interviewing the company as well. Take notes during the interview about anything you would like to know more about and ask them during the appropriate time.
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- **In closing**
  - Remember the goal of this phone interview is to get a face-to-face interview. Ask when you can meet: “I really enjoyed speaking with you this evening, when would be a convenient time for us to meet?”

- **Follow up**
  - Whether it’s through email or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company.