



Practice with a friend

It is hard to know how your voice comes across on the phone. Are you a low-talker? Do you talk too fast? Is it easy to understand you?



Dress for the interview

Dressing just as you would in a face-to-face interview will improve your confidence and poise.



Keep your resume where you can see it

Your resume should be in clear view. On top of your desk or tape it to a wall near the phone. Have a short list of your accomplishments available to review.



Take the call in a place you won't be interrupted

Clear the room - evict humans and pets. Turn off all electronic devices. Close the door.



Remember your goal is to get a face-to-face interview

After you thank the interviewer, ask if it would be possible to meet in person. Remember to follow up with a thank you letter.



Have a glass of water handy

Do not smoke, chew gum, eat, or drink (other than water).



Always know who you are speaking to.

If there are multiple interviewers, try to keep track of who is asking the question. When one interviewer asks you a question, clarify who asked so you can direct your response to that person.



Have a pen and paper handy for taking notes

This could be useful for follow up questions. Have questions prepared for the interviewers.



Give short answers

Take your time - it is perfectly acceptable to take a moment to collect your thoughts. Speak slowly and enunciate clearly. It may help to open your mouth a bit wider while you are speaking. Standing up helps blood flow and improves posture and your response time.



Do not interrupt the interviewer

Wait a couple of seconds before responding. Use the person's title (Mr./Ms.) and only use a first name if they ask you to do so.



SMILE!

Smiling comes through in your voice and will project a positive image and change the tone of your voice.



Avoid using a cell phone for the call

If you must use a cell phone, make sure you have good reception (you don't want a "dropped call" in the middle of an interview). Make sure your battery is fully charged.