

PHONE INTERVIEW BEST PRACTICES

Job interviews conducted over the phone can be especially tricky because you cannot read your interviewer's facial expressions and things can be lost in communication. Here are some tips to get the most out of these sometimes-challenging interviews.



- **Get Back About Scheduling ASAP**
 - As soon as a company expresses interest in a phone interview, get back that same day (by phone, email, etc.), preferably within a couple hours, and provide them with times that work for you.
- **Know Who is Calling**
 - If you know who will be conducting your interview, search for the person on LinkedIn and see who they are and what their position is. Ask about how many and who will be on the call and their roles.
- **Go Back to the Job Description**
 - Look back at the job description and look for keywords describing skills that they are looking for. You can then focus on those skills in the interview.
- **Research the Company**
 - Know who they are and be prepared to answer why you want to work for them.
- **Prepare Answers to Potential Interview Questions**
 - Since it will be a phone call, you can have some notes in front of you for reference.
- **Prepare Your Salary Requirements**
 - Have a \$5,000 range for your salary prepared based on the position and what the position normally receives.
- **Plan to Be Somewhere Quiet**
 - Do not do your phone interview somewhere loud with a lot of distractions.
- **Use Headphones**
 - Using headphones keeps your hands free and usually makes it easier for the interviewer to hear your voice.
- **Pull Up Your Resume, LinkedIn, and the Job Description**
 - Have these things ready if you can for a phone interview and have them pulled up on your laptop for reference.
- **Slow Down**
 - It is harder to understand someone without seeing their face, so make sure that you are talking slowly enough for your interviewer to understand you.
- **Prepare Your Own Questions**
 - See the Tip Sheet, "Questions You Might Want to Ask in an Interview." It is always good to have follow-up questions prepared.
- **When You Answer, Answer Professionally**
 - Introduce yourself and thank your interviewer for their time right at the beginning of the call.
- **Let Them Interrupt You**
 - Your interviewer might interrupt you if you are talking too long, and let them. Without facial cues, it can be hard to gauge how long you should speak but 2-3 minutes maximum per question is a good strategy..
- **Do Not Be Afraid to Communicate That You Need to Reschedule**
 - This should be a last resort, but if you really need to, let your interviewer know that you would like to reschedule.
- **Ask if They Have More Questions for You**
 - After you ask any questions that you might have, ask if the interviewer has any last questions for you. This lets them know that you are prepared to answer more questions and are engaged in the interview process.

Source: <https://www.careercontessa.com/advice/phone-interviewing/>