

THE KEY TO A SUCCESSFUL PHONE INTERVIEW

Phone interviews are usually less than 30 minutes long and may be as short as 10 minutes. There is typically just one interviewer and the styles can vary (casual or formal). The interview can be planned in advance or be spontaneous (without prior notice). However, with the pandemic, the phone interview might play a bigger role than ever before.

BEFORE



- **Be prepared** and confirm details
- Research the company
- **Practice** common interview questions
- Keep your résumé and paper to take notes at hand
- Charge your phone if you are using a cellphone
- Find a quiet environment
- Bring a glass of water
- **Dress** for the part (no pyjamas!)

DURING



- **Listen** carefully and don't interrupt
- Sit up straight and **SMILE!!!**
- Pay attention to your language and tone of your voice
- **Take your time** to answer questions
- Give **short and concise** answers
- End the call effectively by asking prepared questions

AFTER



- Send a thank you email
- **Follow-up 2-3 days later**

Remember. The goal of a phone interview is to either get a job offer or, at the very least, another interview!

Sources:

<https://theinterviewguys.com/phone-interview-tips/>

<https://www.thebalancecareers.com/how-to-ace-a-phone-interview>

<https://www.indeed.com/career-advice/interviewing/phone-interview-tips-to-get-you-to-the-next-round>