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Phone Interview Tips – Prepare for your upcoming interview

1. Smile, have the right mindset

They can not see you, but they can definitely tell if you are smiling. A smile will make you sound more relaxed, and confident. A smile on your face often leads to a smile on a face of a person you talk to, and that's definitely something you want to achieve.

2. Nothing else matters when the employer calls

You shouldn't chew something while talking to the interviewers.

Try to focus with all your energy and thoughts on the phone call with the employer. Nothing else should matter in the moment. Empty your mind of all other thoughts, and focus on every word they say.

3. Walk while you talk, avoid pointless pauses

Stand up, walk around the room, or go outside. If you live near a park, and know that the employer will call you at a certain hour, go to the green area and interview for a job while walking there. This may help you to relax, but it is also a good technique to make your voice clear and loud.

4. Nothing less than 100%

You have to give your interviewer 100% of your attention. You cannot answer the questions properly with the sound of the television booming in the background, or with the kids playing on the carpet in front of you.

5. You make the first impression only one time

You never know when the potential employer is calling you. When you are searching a job, you should answer every phone call with enthusiasm in your voice, mentioning your first name.

“Hello, this is Jane. How can I help you?” is a simple yet effective opening.

6. Listening is more important than talking

You should not interrupt your interviewer very often. Listen to their words, wait until they ask you to say something. You can do a little confirmation if they speak for longer than thirty seconds, saying “uhm”, or something similar.

This helps them to feel that you are still with them, that you are listening, that you have not lost the line.

7. Have your application ready

You should have your resume and cover letter always at your table, or in any other place which you can easily access. You never know when you will receive the call from the employer. Your resume, and your job application (as well as the job description) will help you to answer the questions that target your experience, your working duties, and things that relate to the company, and to the job offer you try to get with them.

Source and more information on how to ace your phone interview:

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