COMMUNICATE SUCCESSFULLY

During the interview, you’ll need to sound as professional as you would if you were meeting the interviewer face to face:

- Don’t chew gum or eat while you are on the phone or virtual call.
- Have a drink close by, in case you need a sip or two during the conversation.
- Be sure to smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate clearly.
- Do not ramble on so the interviewer can’t interject or ask more questions.

COMMON QUESTIONS

- Tell me about yourself.
- What are your short-term/long-term goals?
- What are your strengths and weaknesses?
- What made you interested in this position?
- What type of work environment do you prefer?

GEARING UP FOR A VIRTUAL INTERVIEW

- **Lighting**
  - Light source should be in front of you
  - Minimize shadow
- **Sound**
  - Test microphone/headset
  - Minimize background noise
- **Staging**
  - Camera at eye level
  - Clean & tidy background
- **Technical Aspects**
  - Center your face on the screen
  - Focus on the camera, not the people
Top 7 Phone Interview Tips

1. Understand the company, do your own research and prove that you know them.

2. Find a quiet place, 100% of your focus should be on the interviewer.

3. Have your resume, highlight key information.

4. Keep responses concise, answer questions directly and thoughtfully.

5. Smile when you speak, tone can be felt.

6. Stay positive and upbeat, ask to repeat the question if needed.

7. Thank them for their time and ask what the next steps will be.

NOTES

For a complete list of no-cost services, upcoming events, and our locations, visit our website.