

# PHONE/VIRTUAL INTERVIEWS



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### PREPARE FOR A PHONE INTERVIEW



details - Do not be

late

virtual call.

the conversation.

more questions.

Speak slowly and enunciate clearly.



Choose an interview space

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

Have a drink close by, in case you need a sip or two during

 Be sure to smile. Smiling will project a positive image to the listener and will change the tone of your voice.

Do not ramble on so the interviewer can't interiect or ask



Have information about the job ready



Prepare answers

to common

auestions

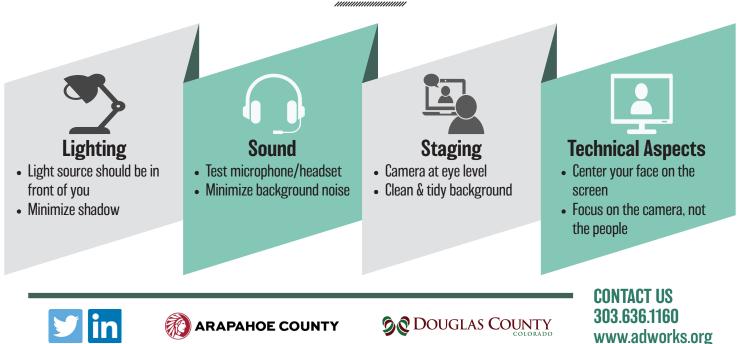


Cather all your documents

#### **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**



Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

## **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 up beat, 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.

