



## PREPARE FOR A PHONE INTERVIEW



Confirm the details - Do not be late



Choose an interview space



Have information about the job ready



Prepare answers to common questions



Gather all your documents

## 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

