



Phone/Virtual Interview Tips

- Have a pen and paper handy for note taking.
- Keep your resume in clear view, on top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer interview questions.
- Have a short list of your accomplishments available to review.
- Turn call-waiting off on your phone so your call isn't interrupted.
- Make sure that you will not be interrupted during your call. Turn off the stereo and the TV. Close the door.
- Unless you're sure your cell phone service is going to be perfect, consider using a landline rather than your cell phone to avoid a dropped call or static on the line.
- Don't smoke, chew gum, eat, or drink.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate clearly.
- Use the interviewer's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- Don't interrupt the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts before you answer an interview question.
- Give short and concise answers. Don't ramble.
- If your goal is to set up a face-to-face interview, after you thank the interviewer ask if it would be possible to meet in person when circumstances and timing allow.

After the Phone/Virtual Interview:

- Take notes about the questions you were asked and how you answered.
- Remember to say, "thank you"!
- Follow up promptly after your call with a thank-you note that reiterates your interest in the job.