

# Telephone Interview Tips

When an employer offers you an phone interview, be sure to provide them with one phone number where you can easily be reached. Inform family or roommates of your job search so that they may answer the phone in a polite, professional manner. Remember to listen to your voice mail message to ensure it is appropriate for an employer to hear when they call.

- Try to relax. Take some deep breaths before answering.
- Be mentally prepared to interview. Smile when answering the phone and speaking to the interviewer.
- Thank the interviewer for contacting you if they are the one calling.
- Don't smoke, chew gum, eat or drink.
- Speak slowly and enunciate clearly.
- Keep water handy to wet your mouth.
- Control background noise such as TV, CD player or roommate(s)
- Disable call waiting temporarily.
- Have a pen and notepad, information you found out about the employer, and your resume in front of you for handy reference.
- Take your time. It's acceptable to collect your thoughts before responding.
- Use the person's title (Ms. or Mr.). Use their first name only if they prefer.
- Don't interrupt the interviewer.
- Give concrete examples of your achievements.
- After you thank the interviewer for the phone interview, ask if it would be possible to schedule an in person interview.
- Send a thank you letter within 24 to 48 hours which reiterates your interest in the position.

**Source: Telephone Interview Tips. (n.d.). Retrieved from <https://cms.ysu.edu/administrative-offices/career-services/telephone-interview-tips>**