



Acing the Phone Interview

Interviewing can be the make or break moment of your job or internship search, but what if that interview is over the phone or video call? How do you communicate your enthusiasm and knowledge when you are not in the same room as your interviewer? With interviews for jobs and summer internships around the corner, here are some tips for acing the interview!

Before the interview...

- **Setting** - Make sure you are in a comfortable location with minimal background noise and strong internet or phone connection
- **Timing** - Don't try to fit the interview between other commitments, you don't want to have lunch or a meeting on your mind
- **Print** - Have a copy of your resume, the job description and possible answers to questions on hand

During the interview...

- **Answer** - If you suspect the incoming call is the interview, answer with your name to avoid confusion
- **Smile** - Conduct yourself the way you would if the interview were in person. Smiling keeps your voice energized rather than sounding monotone
- **Listen** - Be sure to listen and respond to the questions and try not to dominate the conversation with a monologue
- **Write** - Keep a notepad on hand to jot down questions
- **Ask** - Have specific questions about the job or internship at the ready

Sample Questions:

1. Are there opportunities for professional development?
2. What is the office culture?
3. What are some important qualities needed for someone to excel in this role?

After the interview...

1. Offer to send contact information for your references
2. Send a thank you email soon after the call has ended
3. Relax and get ready for your next interview!

Visit the **Career Management 101** website for more information!