



Things to consider during a phone interview:

- Have a copy of your resume in front of you to remind you of relevant experience as interview questions are asked. Feel free to have notes available of any items you want to highlight if asked about them in the interview.
- Have a copy of the job description in front of you, highlighting all the experience you currently have that they are asking for so that if you have an opportunity to talk about how you are qualified for the job, you can refer to the specific skill sets they ask for in the job description.
- Print out relevant information about the position you are applying for and have that in front of you so that you can talk about (if asked) why the job excites you in terms of the ability to work at this particular institution.
- Keep a notepad and pen on hand to take note of any important information you want to remember.
- Remember to speak slowly, loudly and clearly enough to be understood. You might even start out by asking if everyone can hear you clearly and invite them to let you know if you are speaking too softly.
- Use a landline if possible, sometimes cell phones cut out and are hard to hear.
- Make sure you are in a quiet place and that you'll have no interruptions or distractions during the phone interview.
- Try to get into a professional mindset for the phone interview. If it helps you to feel more professional, dress up for the phone interview.
- Some candidates find it helpful to stand in front of a mirror during a phone interview. By smiling at yourself, you will project a friendlier, more engaged presence to the interviewers on the end of the line.
- Be mindful of the time. If you don't know already, they'll probably tell you how long the phone interview will be. If they don't tell you, ask. You might also ask how many questions there are so that you can budget your time. Don't spend too long on one question at the expense of the other questions.
- Practice talking about the top 3-5 reasons you are a strong candidate for this job. If asked, you can tell them right away, if they don't ask, sneak these reasons into the answers for other questions when it makes sense to do so.
- Prepare for anticipated questions they are likely to ask in some form or another and come up with your responses. Typical questions include: Why are you interested in this position? Where do you see yourself in 5 years and how does this job fit into your goals? Describe your relevant experience. Why do you feel qualified for this job?