

Phone Interview Tips

DO:

- **Only use a cell phone IF...** You are stationary and KNOW you will have good reception
Do not risk being mobile and dropping the call
- **Focus...** Distractions are a killer (Emails popping up, barking dog, screaming kids, etc...).
- **Use notes...** Rather than a script
- **Be prepared to talk specifics...** About your Biggest Accomplishments, Biggest Challenges, and if applicable - Survey Details
- **Practice active listening...** Do not cut someone off in mid-sentence (Count to 3 when they pause)
- **Show Enthusiasm and Passion...** Sell yourself

DO NOT:

- **Duck the skeletons in your closet**
- **Bad mouth your previous employer**
- **Hold the phone too close** (So you don't sound "muffled")
- **Ask about...**
 - **Money**
 - **Security**
 - **Comfort**
 - **Convenience issues** (Hours, benefits, commute)

Notes: _____

