

Phone Interviews: Tips to Get Called Back

Once you've scheduled a phone interview

- Locate a calm, quiet place
- Make sure you have no distractions, computer, TV, etc.
- Locate a calm, quiet place where you can
- Ensure everyone in the household is aware that you are not to be disturbed
- Have a pen and paper ready to take notes
- Copy of your resume so that when the interviewer refers to your experience you can both literally be on the same page.

Speak Easy

- As you answer the phone you're on
- Listen to the interviewer
- Smile even though the interviewer cannot see you be enthusiastic. Interviewer can see you smile and smiling puts you in a better state of mind
- Standing can make your voice sound more powerful.
- Remember to breathe. It will help you stay calm and sound more relaxed.

Sounds of Silence

- A phone interview isn't just about speaking.
- It's about listening.
- To listen carefully, try closing your eyes when the interviewer is speaking so you can focus on what is being said.
- This technique can also help you read the interviewer's mood. Is he/she interested and enthusiastic, or bored and distracted?
- Is the interview conversational?
- Are questions and answers flowing easily?
- Listen hard after your responses. Did your response prompt additional questions or make the interviewer hesitate?
- If the interviewer seems distracted, use one of the powerful questions you were saving for the "Do you have any questions?" A well chosen question can re-engage the interviewer and put the interview back on track.

Practice Makes Perfect

The best way to prepare for a phone interview:

- Practice.
- Have a friend play the role of interviewer on the phone. Provide her/him with some practice questions to ask.
- Give a copy of your resume and have her/him come up with their questions.
- Test different techniques while you're talking.
- Close your eyes while listening, stand while talking, smile while speaking.
- Get feedback back and decide what works best.
- You should also consider taping the conversation and listening to yourself afterward.
- You may be very surprised by what you hear. Finally, ask yourself, "Would I hire this person?"
- If the answer isn't a resounding "yes", get back on the phone and get better prepared