



20 Phone Interview Tips

Overview

Preparing for a phone interview involves, practicing answers to common questions, selecting a quiet and well-lit space, and ensuring your technology works smoothly. Dressing professionally, listening attentively, and asking insightful questions are essential during the interview. Don't forget to follow up with a thank-you email afterward to express gratitude and reiterate interest in the role.

Before the Interview:

- **Missed or Delayed Calls**
 - Should an unexpected delay occur or the scheduled call be missed, maintain composure and promptly seek to reschedule, demonstrating adaptability and professionalism.
- **Aligning Qualifications with Job Criteria**
 - Create a structured checklist to align personal qualifications with the job requirements outlined in the posting.
 - Keep detailed skill statements readily accessible for effective communication during the interview.
- **Readily Available Resume**
 - Ensure easy access to a printed copy of the resume, facilitating quick reference to key details and experiences relevant to the discussion.
- **Professional Attire**
 - Despite the remote nature of the interview, adhere to professional dress standards to cultivate a mindset of professionalism and confidence.
- **Prepared Note-Taking**
 - Equip yourself with appropriate tools for note-taking, such as pen and paper, to capture important insights and questions during the interview process.
- **Minimizing Disturbances**
 - Proactively minimize potential interruptions by disabling call-waiting features and selecting a quiet, distraction-free environment conducive to focused communication.

During the Interview

- **Ensuring Ambient Quietness**
 - Prioritize selecting a serene location with minimal ambient noise to ensure clear and uninterrupted communication.



- **Optimizing Connectivity**
 - Position oneself in an area with optimal cell phone reception to mitigate the risk of call disruptions or signal loss during the interview.
- **Maintaining Focus**
 - Refrain from engaging in distracting activities, such as smoking or eating, to uphold professional decorum and maintain unwavering attention throughout the discussion.
- **Hydration Preparation**
 - Keep a replenishing source of water nearby to counteract potential dehydration and maintain vocal clarity and composure during the interview.
- **Professional Demeanor**
 - Convey enthusiasm and professionalism through facial expressions and vocal tone, maintaining a poised and energetic demeanor throughout the conversation.
- **Active Listening**
 - Demonstrate attentive listening skills by focusing intently on the interviewer's questions and providing thoughtful responses tailored to the context of the discussion.
- **Clear Articulation**
 - Articulate responses with precision and clarity, taking measured pauses to compose comprehensive and articulate answers reflective of one's qualifications and experiences.
- **Respectful Engagement**
 - Exercise patience and restraint, refraining from interrupting the interviewer and ensuring respectful and courteous communication throughout the conversation.
- **Strategic Pausing**
 - If in need of brief reflection, gracefully communicate the need for a moment to gather thoughts, ensuring a seamless flow of conversation without prolonged periods of silence.

After the Interview

- **Note-Taking**
 - Facilitate post-interview reflection by documenting key insights and takeaways for future reference and self-improvement.
- **Prepared Questioning**



- Anticipate post-interview inquiries by preparing a curated list of thoughtful questions aimed at further understanding the role and organizational dynamics.
- **Proactive Inquiry**
 - Conclude the interview by seeking clarification on the next steps in the hiring process, demonstrating proactive engagement and interest in the opportunity.
- **Gracious Appreciation**
 - Express sincere gratitude to the interviewer for their time and consideration, both verbally at the interview's close and in a subsequent thank-you email.
- **Reflective Analysis**
 - Engage in a comprehensive review of the interview experience, identifying areas of proficiency and areas for refinement to continually enhance one's interview performance and professional development.

Source

University of Colorado Boulder (n.d). *Phone Interview Tips*. Career Development. February, 2024, from https://www.colorado.edu/hr/sites/default/files/attached-files/phone_interview_tips_3-25-21_-_with_logo.pdf