

Phone Interview Tips

- 1) Stand up during the entire interview; it helps you be more attentive.
- 2) Dress professionally, even though they won't see you.
- 3) Have a mirror handy so that you can watch yourself speak; keeping eye contact with someone (even if it is yourself!) helps. Also, smiling will transfer into your voice, so do that too.
- 3) Listen to the question that the interviewer asks, address it, then finish your thoughts. Avoid rambling on. Silence is OK; you don't have to fill every second of dead air.
- 4) Speak slowly so that you avoid using fillers, such as "um/like/etc."
- 5) Research the organization thoroughly and have 3 great questions prepared to ask them at the end, such as "What do you like most about working for (organization name)?"

Here's a good article with more helpful tips: <http://newgradlife.blogspot.com/2009/12/7-phone-interview-tips-to-get-job-2.html>