



Phone Interview Tips

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- Treat a phone interview as seriously as you would a face-to-face interview.
- Review the job description before the interview.
- Have a copy of your resume in front of you to refer to, along with paper and a pen.
- Use a phone that has clear reception.
- Make sure there are no distracting noises in the background (TV, dogs, road construction), so you and the interviewer can hear each other clearly.
- Give the phone interview your complete attention; multi-tasking during the interview is not recommended. (Don't drive, watch TV, flush the toilet, etc. The interviewer can usually hear these things in the background and it reflects on the impression they have of you as a potential candidate.)
- If you have young children, arrange for someone to care for them in a different room during the interview.
- Sit up straight and smile while you are talking. It will make a difference in how you come across over the phone.
- Remember: The majority of our communication is non-verbal (clothing, facial expressions, gestures, etc.). On a phone interview, all you have are your words—so make them count. Speak clearly and use voice inflection and emotion.
- Do not bring up salary in the interview. Allow the employer to choose when they want to discuss this.
- Respond to the employer's questions with short and concise answers. Allow them to ask for more detail if they want it.
- Keep all of your answers focused on the open position and your relevant experience and qualifications for it.
- Refrain from making any negative comments about your past or present employers.
- If you have an emergency come up and will not be available for the scheduled phone interview, it is very important that you notify your Per Sé recruiter immediately.

Give your Per Sé recruiter a call after your interview to touch base about how it went.