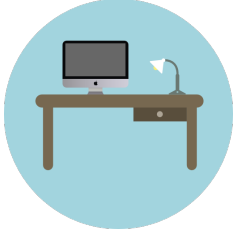


# 10

## Steps for Your Next Phone Interview



**1. Find a Good Location** - Go to a quiet area with good cellphone reception, and use a land-line whenever possible

**2. Do Your Research** - Get familiar with the company. Check out their website, and ask Career Services what they know about the company



**3. Know Your Interviewer** - A good place to start is to check LinkedIn to see if they have a professional profile posted

**4. Prepare Notes and Keep Them Handy** - Treat the phone interview as you would a face to face interview. Go over a list of "Typical Interview Questions"



**5. Practice Your Answers** - Be prepared to answer questions like, "Tell me about yourself."

**6. Dress the Part** - Dress as if you were going to an interview. This makes you feel and speak more professional



**7. Keep These Documents Handy** - Resume, Cover Letter, and the Job Description. Don't forget a notepad and pen

**8. Speak Slowly and Clearly** - Answer the phone professionally, identify yourself, address your interviewer, and **smile!**



**9. The End Is Near** - Be sure to ask a few questions about the job before the interview concludes

**10. Follow-up with Thanks** - Send a short Thank You note or email to your interviewer. Check that you have the correct spelling of your interviewers' name.

