


















# TIPS FOR CRUSHING A PHONE INTERVIEW

## DO'S

-  Treat the phone interview seriously, just as you would a face-to-face interview
-  Prepare for the interview by researching the company
-  Prepare for the interview by studying the job description
-  Speak professionally, with a **SMILE** on your face. It's okay to take pauses
-  Have your **Cover Letter** and **Resume** in front of you during the interview
-  Have a **Cheat Sheet** in front of you with points you want to make during the call
  - Skill/Experience you want to emphasize
  - Interests/Passions you want them to know
-  Prepare for the interview by practicing responses to anticipated questions, especially these **2 Questions**:
  - Tell me about yourself
  - Take me through your resume
-  Be prepared with questions you would like to ask at the end of the interview
-  **SHOW ENTHUSIASM!!!** They can't see your face or body language so let them know you are excited about the position
-  Call your TNE Recruiter **IMMEDIATELY** following your phone interview
-  Follow up with a **Thank You Note/Email**

## DONT'S

-  Don't let the "informality" of a phone catch you off guard
-  Don't do phone interviews from your car or a place with bad reception
-  Don't do the interview in a place with background noise – i.e. Starbucks
-  Don't read your **Cheat Sheet** word for word.
-  Don't be tempted to dress down just because they can't see you– i.e. PJ's
-  **DON'T WORRY** because you aren't able to see their reactions or their engagement– with this preparation, you will do **GREAT**