

ACING THE PHONE INTERVIEW

The key to “acing the phone interview”, as with all interviews, is again preparation. Remember, Proper Prior Preparation Prevents Poor Performance. So, what should you do to prepare?

1. Plan to stand up and even walk around. It can be very helpful if you have a mirror in the room and are able to glance at it occasionally while interviewing. The point is to be sure that you are expressing emotion and are not just passively answering the questions. See that you are expressing enthusiasm.
2. Before the interview, it is normal to experience a degree of nervousness. That is a good thing as it signals to you to be prepared. Take several deep breaths before the interview. This will help your breathing to be more normal and will prevent you from sounding nervous. You will normally feel nervous for about 90 seconds into the interview and then it will pass. Be sure to pace yourself in those first 90 seconds to avoid talking too fast from the nervousness. Know that it will pass.
3. Be very careful about not “talking up” at the end of your sentence. This is a habit particularly younger people may have. At the end of the sentence do not let your inflection go up. Rather end the sentence on a tone of finality. Normally, our voice goes down at the end of a sentence. Talking up can be annoying to the interviewer particularly over the phone.
4. It is often suggested that if you have a heavy accent you acknowledge that at the beginning of the interview with perhaps a light comment.
5. Obviously do not interrupt the interviewer. Sometimes you might want to answer the question too quickly, but wait until the interviewer completes the question.
6. Think “brevity.” It is better to end you comment one sentence too short rather than one sentence too long. If the interviewer wants more information, they will ask.