



## Tips to ace the phone interview

After sending out numerous job applications and cover letters, receiving an invitation for a phone interview is an exciting milestone. How you prepare for the interview can make or break your opportunity to proceed to the next step in the hiring process. Preparing for a phone interview is similar to an in-person interview: review the job description, think of possible questions and answers, practice saying them aloud while looking into a mirror. Keep calm and sound confident, but not over rehearsed. Phone interviews can be nerve-wrecking as they are your first real opportunity to sell yourself to your potential employer.

However, following some basic do's and don'ts for your telephone interview can help you to take some edge off and feel in control. Here's how:

- First and foremost, if you are working with a recruiter listen carefully to everything they say. Often, they will give you clues about what skills to emphasize or the personality of the person you're interviewing with.
- The interviewer might be very analytical and responds better to facts and figures or be very personable and wants to know who you are as a person before they dig into the interview questions. If you work with a recruiter, you already have an advantage.
- Start your preparation by checking your interview schedule. Know the day, date & time for the interview and confirm your availability with the hiring manager over an email.
- Have you chosen a spot in your home where you will sit and attend your phone interview? Find a quiet place to take your interview call.

### 5 signs that you aced your phone interview!

- Your interview ended with the indication that you will speak to them again.
- Your phone interview lasted a long time.
- Interviewer seemed engaged and interested in you.
- You asked good questions when given the chance.
- You made a friendly connection with the interviewer.
- The interviewer tried to appeal to you with the perks & benefits of working for them.

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- Ensure that your interview spot is away from distractions and noises. If you are using a cell phone, ensure your location has good reception before you go on a call.
- On the day of the interview, make sure to eliminate any potential disruptions ahead of your interview. This involves shutting down any entertainment devices, closing windows and doors and giving anyone else in the general area a heads up of the interview time.
- Consider dressing up in business attire (yes, we know that it is not a video interview, however, many people feel more confident when they are wearing their work clothes) and practicing calming techniques to sound confident during the interview.
- It is recommended that you attend a phone interview on a landline connection as they are more reliable than cell phone networks. However, if you are taking your interview call on a cell phone, make sure to stay in a spot that has a good cell reception.
- Before your interview, gather everything you need to be ready: laptop, notebook, pen, a glass or water, headphones & charger if necessary.
- Fully charge your cell phone as your interview may be lengthy. Test your headphones in advance if you plan to use them.
- If there is a chance that your surroundings may have interruptions, let your interviewer know about it at the beginning of the call. Don't worry, we're all human.
- During the call speak articulately and concisely. If you need time to think, ask the interviewer for a moment to gather your thoughts, rather than going silent or ask the interviewer to repeat the question.
- Ask a follow-up or clarifying question if you are unsure about any of the interviewer's questions.
- Close your conversation with a solid understanding of next steps and timelines. You can simply ask "When can I reach you again to know the next steps of interview?"

Always follow-up your phone interview with a thank you email. You can also reiterate points you discussed during the interview, may be 3-4 interesting things you learnt about the role or the company. Use comparisons as to how those discussions make you even more confident about the job position. A follow up email is a final and important step to ace your phone interview, so make sure never to skip it.

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