



- Have a paper with the details of the position who are interviewing for and who you are interviewing with outlined.
- Review the company's website prior to interview.
- Be in a quiet room with a table for the phone interview.
- Make sure that it is somewhere where you get good phone reception.
- Do not put the interviewer on speaker phone, but feel free to use good headphones if you have them.
- Speak clearly and try not to interrupt.
- Make sure you smile (it can be heard in your voice).
- Thank them for the interview at the beginning and end of the conversation.
- Write down some questions that you want to ask about the company.
- **SELL YOURSELF!** While you never want to come across as arrogant, being confident in your skills and abilities is a huge plus!
- Review your resume and the job description, and have both with you during the phone interview.
- Call your recruiter after the interview and let them know how it went!