



## CAREER BOUND SUCCESS, INC.

### Top 5 Tips to Ace the Telephone Interview

You just heard from a company that you landed a job interview. One catch, it is a phone interview.

Companies often use phone interviews to determine who will be invited for in-person interviews.

To effectively communicate during phone interviews:

1. Prepare - phone interviews are generally 10 - 20 minutes long so you have a short time to make a great impression. Since phone interviews are like open book tests, you can use notes.

Review:

- your resume and accomplishment stories
- answers to commonly asked questions
- your questions for the interviewer

Research

- company and industry
- current issues affecting the industry
- interviewer on LinkedIn

2. Establish an appropriate interview space - use a landline, if possible, to avoid dropped calls, and arrange a quiet area to eliminate background noise.

### Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team.

With more than 20 years of Human Resources experience, we coach clients on resumes, interviewing, networking, personal branding, and negotiating competitive salaries - providing them with skills to successfully land jobs!

### Jump Start Your Job Search

- Career Exploration
- Resume Preparation
- Networking Skills
- Interview Training

3. Listen, think, and speak - key in phone interviews is listening carefully. Before answering questions, pause for a few seconds to think then respond. During the interview, speak clearly at a moderate rate and be concise.

4. Treat it like an in-person interview - dress in business attire, sit straight, and avoid multi-tasking throughout the interview. If possible, have the interviewer's LinkedIn profile and picture on your computer screen and "talk" to the interviewer as you would in person.

5. Follow up with the interviewer - within first 24 hours, send a thank you email reinforcing your interest and highlighting two to three points.

Remember phone interviews are one step away from in-person interviews so prepare, prepare, prepare!

To learn more about interview skills...[more](#)

- [Salary Negotiation Skills](#)
- [On-Boarding Skills](#)

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