When being interviewed by telephone, regardless of whether you’re being pre-screened or undergoing a final interview for the position, **preparation before the call is the key to success.**

1. **Use a landline if possible.** Ensuring that the call/process runs smoothly is your responsibility! Regardless of whose fault it is, reception problems reflect badly on you when you’re trying to make a good first impression. If you don’t have a land line at home, **make certain** that you are in an area with as much cell phone service as possible.

2. **Keep your materials handy.** Lay everything out in front of you: resume, notes about your career objective (even if it isn’t included in your original cover letter it’s a good idea to have this out depending on the questions he will ask you), a pen and pad of paper for note-taking, and anything else you think may be helpful during your interview. And it’s a good idea to review your resume **before** the call.

3. **Steer clear of distractions.** Find a quiet place to interview and stay there! There should be no noise in the background. When you set up your interview appointment, try to schedule it for as precise a time as possible and then plan to be alone for the interview.

4. **Speak slowly and clearly.** When you speak to people face-to-face, you are able to understand each other more clearly. When on the phone, speak clearly and more slowly so that you can be completely understood.

5. **Remember – you can’t be seen.** Anything you say cannot be interpreted by your body language. Even though the interviewer cannot see you, maintain professionalism in both speech and manner and stay on target with the topics.

6. **No eating, drinking or chewing gum!**

7. **Before the interview, prepare questions to ask the interviewer at the appropriate time.** Just like in a personal interview, prepare a few questions to ask at the end of your interview.

   Some good questions:
   - What do you see ahead for your company in the next few years?
   - What do you consider to be your company’s biggest strength?
   - What skills are you looking to add by hiring someone for this position?