

# 15 TIPS FOR PHONE AND VIDEO INTERVIEWS

Employers often use telephone and online video interviews to screen and narrow a pool of applicants just like they would with an in-person interview; therefore, you should adequately prepare for a phone interview, even though it may seem like a casual conversation.

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## Tips for a Successful Phone Interview

Have a professional voicemail message

Choose a quiet interview location that is free from distractions

Contact family, friends, and group text members to let them know not to call or text during your interview time

Keep your resume and notes nearby

A smile on your face will produce a smile in your voice

Sit up straight or stand during a phone interview to sound more confident and alert

Speak clearly, slowly, and directly into the phone

Use a landline, if possible

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## Tips for a Successful Video Interview

Download Skype or similar program in advance and choose a professional username

Practice talking with a friend

Make sure your background is uncluttered

Turn your cell phone on silent, Keep all pets in a separate room. Ask all roommates to stay out of the room

Adjust the camera to ensure the employer can see your professional attire, not just your face

Make (virtual) eye contact. When using a webcam, look at the computer screen instead of the camera

Be sure to have a phone available in case there are any technical issues

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