



Employ-R Solutions, Inc.

Phone Interview Tips

1. Keep your resume in view.
2. Have a list of your accomplishments available.
3. Have a pen and paper handy for note taking.
4. Clear the room – no kids or pets. Turn off the stereo and TV, close the room door.
5. Don't smoke, chew gum, eat or drink.
6. Keep a glass of water near.
7. Speak slowly and enunciate clearly.
8. Take your time – it's perfectly acceptable to take a moment or two to collect your thoughts.
9. Don't interrupt the interviewer. Use the 3 second rule, allow 3 seconds after the interviewer completes the question before you start to answer.
10. Disable extra phone features.
11. Use a landline if at all possible.
12. Smile and watch your body language.
13. Send a thank you note.
14. Prepare your questions ahead of time.

** If you have specific questions or a specific interview coming up, please do not hesitate to contact us for more tips **