**Tips for a Successful Phone Interview**

During this time, many businesses have closed their doors and laid off employees due to the threat of the ongoing virus. However, some businesses, like grocery stores, pharmacies, hospitals, and gas stations are mass hiring to deal with the increase in business that they are seeing.

Due to the fact that social distancing doesn’t allow for face-to-face contact, these job sectors are having to get creative with interviewing prospective employees. One of the most efficient and cost-effective ways for businesses to do that is through phone interviews.

Although businesses have been doing phone interviews for some time, they are usually used as a screening process for choosing candidates that they would like to bring in for an in-person interview at the site.

Now, a phone interview may be the only interview you get. This is why it’s important that you know what to expect and how to make the most out of the time you get with the interviewer.

Read the following tips to ensure that you make the most out of your telephone interview.

1. **Schedule your interview for a good time**

Schedule the interview for a time when you know that you can go to a quiet place and speak to the interviewer without any distractions. Prepare to spend *at least* 30 minutes on your phone interview.

If you know that you eat lunch everyday at 12:30, don’t schedule the interview for a time that may interfere with that. When the interviewer calls you, the last thing that you want to have to do is ask for them to wait while you move to a more suitable location. From the start, this shows the interviewer that you haven’t managed your time well and are unprepared. Not a great first impression. Instead, schedule it for a period in the day where you can devote your time and attention to the interview.

1. **Research the company that you are interviewing with**

In order to be prepared, research the company that you have applied with. It is important that you know what the company does as well as the responsibilities of the position that you want.

Doing this will help you to know which of your skills would be the most beneficial to the company. For example, if a job description asks that the candidate know proper food handling techniques then you will know to highlight the fact that you have a ServSafe certification.

1. **Choose a quiet location**

Choosing a quiet location that is free of distractions is essential for a good phone interview.

If you’ll be using your cell phone, make sure to choose a location that has good reception so that you can clearly hear the interviewer and they can hear you.

1. **Be prepared**

Make sure that your phone is charged and you have access to your charging cable. You want to be prepared for everything.

You can set yourself up for success by gathering these items – a glass of water, your resume, a pen and paper for notes, any questions you have for the interviewer, and your research on the company.

1. **If you’re not early, you’re late**

Always get ready for your interview before it starts so that you can be prepared for any obstacles that may arise.

You should begin to set up for your phone interview at least ten minutes before the call. Some interviewers may call you a few minutes early to see if you’re prepared. If you haven’t heard from them by your scheduled time, wait for them to call you.

1. **Introduce yourself**

Make a great first impression by briefly introducing yourself, background, and work accomplishments to the interviewer. This should take less than a minute.

Try to speak clearer than you would normally speak so that the interviewer can fully understand what you are saying. It is also important for you to not use the speakerphone setting while doing a phone interview because it can muffle your voice and pick up noises in the background.

1. **Smile and be yourself**

Although you and the interviewer are not meeting face to face, smiling and being yourself will fully portray who you are through your voice! Doing this shows the interviewer that you are confident and pleasant to work with.

1. **Wrap everything up**

One of the most important parts of a phone interview is the end of the interview.

You should always have a question for the employer that is not about you. Instead of asking about salary or benefits, asking the interviewer what a typical work day looks like. This shows that you are truly interested and allows for you to gather more information about the business.

When the interview is over, be sure to thank the interviewer for setting aside time to speak with you and ask about the next steps in the hiring process. When can you expect for them to have made their decision?

1. **Follow up**

After your phone interview, you should immediately write a thank you note to the interviewer and drop it in the mail. Writing a thank you note will set you apart from other candidates and will increase your chances of getting the job!

By following these tips, your phone interview is sure to be a success!

If you would like to schedule a practice phone interview, we would be happy to help. Practice makes perfect!