

Top 11 Phone Interview Tips



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1. Research the company at which you're interviewing.

Get the latest news, rumors, and back-channel gossip about the company beforehand. Knowledge is power.

2. Prepare a list of questions showing your intelligence.

"Tell me about the job" is not a good approach. Instead, say: "I saw in the Tradewinds Maritime News Magazine that you're adding 2 new Panamax oil tankers to your fleet. I sailed that class of tankers through the Panama canal for about 3 years – what shipyard are those vessels being built in?"

3. Place the job description in front of you.

This is the "Rosetta stone for what the interviewer is looking for." Highlight the key requirements and frame all your answers as best you can along the responsibilities outlined in the description.

4. Conduct the interview on a phone with stable signal.

Cell phone coverage can go in and out. Warping, buzzing, lagging kills the rapport. Be sure to be in a good place and if possible use a landline.

5. Be in a quiet environment.

Disable call-waiting, keep the roommates/dogs/kids/lovers quiet. Work this out before the call. Also, remember that a room with carpet has less echo than a room with tile or wood floors.

6. Speak clearly and concisely.

Answer the phone with a class: "Hello, this is [your name].... Job-seeking can shred people's nerves. Don't chew, sip, swig, or breath into the phone. Keep your answers around 1-2 minutes at most, and beautiful manners will set you apart. Use examples from your past experience! When you don't have an example, it's fine to describe what you would do in a certain situation.

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7. Smile While Speaking. It will shine through in your voice!

Try it, you will hear a difference. It makes you come across as more amicable, personable, and positive. Also, figure out if you speak better sitting or standing. Some people think better while sitting down.

8. Avoid discussing money.

If you lock yourself into a specific number that is the number they will use when weighing and comparing candidates. Instead, the best answer is something like, "Money is definitely important to everyone, but I'm more interested in the opportunity as a whole. I want to make sure I'm a good fit for you and you're a good fit for me first. If we reach the offer stage, I am sure the money will work itself out."

9. Take a light run or do 25 jumping jacks 15 mins before the interview.

You'll be smarter. Dr. Chauying J. Jen, professor of physiology at Taiwan's National Cheng Kung University, along with a slew of American scientists, have proven that aerobic exercise improves brain power and thought processing speed. Your answers will come to you faster and you'll think more clearly.

10. Stand up.

If you can stand while you are interviewing, you tend to communicate more confidently while standing

11. Get that persons contact information!

You want to send a thank-you note immediately. E-mail is acceptable. Just a quick 2-3 liner thanking the interviewer for their time and express that, after having spoken with them and learning more about what a exciting opportunity it is, you look forward to the next stage in the process.