

# 5 Tips for ACING YOUR PHONE INTERVIEW



## 1 Set a calendar reminder in your phone and be prepared at least 15 minutes early

The last thing you want to do is accidentally miss the call! Make sure you're calm, prepared and in the right headspace to kick off your interview.



## 2 Pick your venue and remove all distractions

Make sure you're in a quiet area with strong reception so you can give the interview your full attention without interruption.



## 3 Do your homework

Research pays off! Look up your interviewer on LinkedIn, research the company's values and read through a few posts on the company's blog. Find out what they stand for, where they are going and how they operate. Your enthusiasm will shine through - even on the phone.



## 4 Prepare notes and keep them nearby

Create a cheat-sheet detailing your research, important information, and questions to ask your interviewer about the role and company.



## 5 Don't phone it in

Treat the phone interview as seriously as you would an in-person interview. Give the interviewer your full attention, speak clearly and ask questions. Your enthusiasm will show through in your voice and mannerisms.

