

In the world of interviewing, the person who is best for the job does not always get the job! It is the person who is best prepared to present themselves and best answers the questions will get the job.

A telephone interview may last between 15-30 minutes, during which a hiring manager or recruiter will ask you a series of questions about your background. Questions during a telephone screen typically fall into two categories: questions about you and your experience and questions about what you are seeking in your next role.

The interviewer will also evaluate your communication skills to get a sense of your personality, and determine whether you would be a good culture fit for their company and organization. Here are a few do's and don'ts as you prepare for a telephone interview:

1. Always project a “positive” image over the phone. Don't talk negatively about past employers or position responsibilities. You can justify your decisions without “bashing” anyone.
2. Smile when responding – even if you have to force yourself or think it's silly – do it. It affects the tone and quality of your voice over the phone.
3. Complete the **INTERVIEW WORKSHEET** provided. This will help to refresh your memory about your past accomplishments before you get asked the questions. You won't have to appear to be “digging” for answers in your memory bank.
4. The money question – if you get asked about your current compensation – answer honestly and accurately – don't hedge. Make sure to include all the things that make up your compensation: base salary, bonus and perks like vacation, 401K or even stock options. When they ask, “what are you looking for in an offer?” – tell them you don't have a “hard” number in mind but go over with them your current compensation and then say that you certainly would expect to improve on your current compensation and leave it at that. If you lock yourself into a number they will use that number for any offer or consideration when weighing candidates.
5. Lastly – and this is very **IMPORTANT** – as soon as you hang up the phone please call me or send me an email that answers the following questions so I am prepared for when the client calls me back.
  - > Why do you feel you can do this job?
  - > Why do you feel you want this job?
  - > What about the company / position is attractive to you?
  - > What red flags came up as a result of your interview?
  - > What questions do you still want answered?
  - > Do you want to continue the interview process for this position?