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The Phone Interview

Phone Interviews are challenging. All of the subtle nuances of in-person communication are lost in favor of saving time and travel. It is a great tool to establish mutual continuing interest before committing to an in-person meeting. A couple of tips for phone interviews

- Dress appropriately. Even though the interviewer won't be seeing you in person, the way you dress will affect your self-image. Your self-image will affect how you present yourself on the phone.
- Use appropriate posture, or even better - stand up. Proper posture impacts your voice inflection.
- Smile, even if it won't be seen it will be heard over the phone.
- Be prepared. Have your resume in front of you. Also, have a short list with your "war chest of successes" and insightful questions prepared.
- Remember that the phone interview is a tool to get invited to the next step. The goal is to get the invitation. Be prepared to use a strong closing question. Example "Do you have any additional questions about my background that I can answer prior to us meeting in person?"
- Have your calendar handy. If you get invited for the next step, let them know your availability.