INTERVIEWING

Interview Tips: [http://www.career.uga.edu/interviewing](http://www.career.uga.edu/interviewing)

**Phone Interviews**

In the job search process, employers will often request an initial phone interview. Phone interviews are typically brief and convenient as they do not require travel. Though brief, it is important to keep in mind that you are still making an impression during a phone interview through your thoughtful responses, tone, and preparedness.

Some general phone interviewing tips to keep in mind:

- Try to obtain a quiet space where you can concentrate and avoid distractions.
- If possible, use a landline phone instead of a cellular phone to avoid losing service or being disconnected.
- Avoid wearing sweatpants or pajamas. Obviously the employer cannot see you over the phone; however, being appropriately dressed will likely make you feel more prepared, professional and enhance the quality of your responses.
- Keep a notepad and pen with you. That way you can write down the interviewers’ names as well as key words in the interview questions. This will make your responses more direct.
- It is okay to ask for a question repeated. It is also okay to ask for a brief moment before you respond. Remember: brief.

The following websites contain more helpful information on phone interviewing:


[http://www.collegegrad.com/jobsearch/Phone-Interviewing-Success/](http://www.collegegrad.com/jobsearch/Phone-Interviewing-Success/)

CNN video on telephone interviews: