Phone Interview

• Prepare for a phone interview just as you would for a regular interview.
• Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. In addition, plan on being prepared for a phone conversation about your background and skills.
• Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer questions.
• Have a short list of your accomplishments available to review.
• Have a pen and paper handy for note taking.
• Smile. (Smiling will project a positive image to the listener and will change the tone of your voice.)
• Speak slowly and enunciate clearly.
• Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
• Don't interrupt the interviewer.
• Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
• Give short answers.
• Say "thank you."
• Follow with a thank you note which reiterates your interest in the job.

Potential Questions

OLD JOB
Name of company, job title and job description, dates of employment.
What were your starting and final levels of compensation?
What were your responsibilities?
What major challenges and problems did you face? How did you handle them?
Why are you leaving your job?

NEW JOB & COMPANY
What interests you about this job?
Why do you want this job?
What applicable attributes / experience do you have?
Are you overqualified for this job?
What can you do for this company?
What do you know about this company?
Why do you want to work here?
What challenges are you looking for in a position?
What can you contribute to this company?
Are you willing to travel?
Is there anything I haven't told you about the job or company that you would like to know?
Salary expectations?

YOU
What are you looking for in your next job? What is important to you?
What is your greatest weakness?
What is your greatest strength?
Describe a typical work week.
How would you describe the pace at which you work?
How do you handle stress and pressure?
What motivates you?
Tell me about yourself.