

Random tips for a good phone interview:

Compiled from various sources by people who interview for a living. Since most likely you never or seldom are the interviewer, these tips will help you put a better foot forward. You are applying for a position that will take up 2,000 +/- hours of your life each year – do it right.

Items are not in any particular order of importance:

- 1: Be prepared – review the job details that you know. Do some research on the company – especially their web page. Be ready to ask a few questions.
- 2: Make sure you can be heard well. ***Pick a quiet spot for the interview.*** Alone in your car can be a good choice. Make sure you have a good signal.
- 3: Be ready to answer questions about your previous positions. Be prepared to describe what the company did and what you did for them to someone who may not be familiar with that industry. How did you contribute to the company's success? Who at the company would be a good reference?
- 4: Be very truthful. If you were fired, went to jail, had a DUI, or made other bad choices, be honest. The last thing you want is to have this come out after being on the job for several months (or years) and get fired for lying on your application. Employers are looking for who you are now. Good people get fired.
- 5: If the position involves driving, be ready to answer every item on your DMV printout in detail. Take the time to figure it out either online or at the DMV. If your printout is over 90 days old, get a new one. Don't make the interviewer do the work for you. Remember, you are trying to show the interviewer how competent you are.
- 6: Be ready to answer questions about gaps in employment and know the dates of your education and past jobs. It doesn't look good when we check your references, and the dates don't match. It makes us think you are hiding something or are sloppy. One way to get employment dates is to check your old tax returns. The correct month & year is fine.
- 7: Prepare a complete employment timeline. Often, applicants don't put part-time jobs, short-term jobs, or under-the-table jobs on their resumes. These extra jobs show a willingness to work and not just to sit back and collect unemployment. Don't let the interviewer wonder why they were left off. You don't want them to assume you must be hiding something. If you worked for an employment agency, be ready to list the companies they sent you to.
- 8: Follow all the instructions if you get asked for an in-person interview. If they ask you to park in the East Lot and you park in the North Lot, they will automatically know you can't follow instructions and hire someone who can. It's pretty harsh, but they are deciding who they will spend hundreds of thousands of dollars on over the next decade. What would you do if it were your money?