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How to Parlay Your Phone Interview to an on Campus Interview


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Richard and Pam's Top Ten List for Phone Interview Amazingness!!

10. Good space, good phone connection.

Not all spaces and not all phone connections are alike! Try and be in a quiet, distraction-free, environment (an office, your apartment) on a corded phone if possible. Do a couple of "test runs" in the location of your choice to see how your phone connection is. Try to have your interview away from barking dogs and crying children if at all possible.



Keep Fido occupied!

9. Be prepared!

Have a copy of the job announcement, your vita/resume, as well as any and all documents you have sent to the potential employers. Have a paper and pen handy to write down the names of the faculty members on the call. Paper and pen are also useful when you need to jot down an idea or thought during your interview. Research the faculty members you will be potentially speaking with on the phone- print out photos of them to have around you during the interview. By having the photos around you, you can visualize having a conversation with that person. Familiarize yourself with the structure of the department, the mission statement of the program, the university, and the surrounding geographical area.



8. Practice, practice, practice!

Know the answers to some common interview questions ("Tell us a little bit about yourself" and "describe your current line of research" as well as "what is your teaching/supervision philosophy?" are common). Brainstorm with colleagues other possible questions that may be

asked- and think about how you would respond. Take some notes on how you would like to respond- and keep those notes handy during the phone interview!



Practice for your interview!

7. **Speak clearly, slowly, confidently, and with enthusiasm!**

Take a few deep breaths before the phone interview, and remind yourself to speak slowly and clearly. Enunciation is imperative in phone interviews! Often when people feel nervous, they tend to rush their speech. Resist the urge to speak rapidly and resist the urge to mumble! Speak clearly, slowly, confidently, and with enthusiasm!



Have confidence in your words!

6. **Smile!** 😊

Yes it's true. Your voice DOES change when you are smiling. So smile like you are on vacation! Everyone on the other end of the phone will hear your passion when you are smiling!



Smiling can be helpful to convey enthusiasm and passion!

5. **Be sure to ask the interview group thoughtful questions.**

While this isn't the time to ask about salary or benefits, it IS time to ask about campus climate, challenges and supports in the position, as well as any other questions you may have from the interview questions. Make sure you have at least 1-2 questions for the interviewer or interview

group. Responding with, “I don’t think I have any questions,” may convey apathy about the position or the university.



Have some questions ready!

4. It’s ok to ask the interviewer to repeat their question!

3. Dress the part- even if the interview is taking place in your living room.

Just like smiling changes you vocal tone, dressing the part can help remind you that you are interviewing for a job and not chatting about the latest episode of Empire with your friends.

Don’t do this:



2. Say thank you.

After any interview, including a phone interview, take the time to write a thank you. An email for a phone interview should suffice. Send separate emails to each person you interviewed with- and keep your email professional as well. Avoid slang or abbreviations in your thank you email.



Saying thank you is imperative.

1. Take it seriously!

We have heard many friends and colleagues say things like, “It’s not a big deal, it’s just a phone interview.” Remember- this phone interview is the gateway to an on campus interview.

Yeah,
this is serious
stuff.

Need some additional information or a pep talk?

Feel free to contact us:

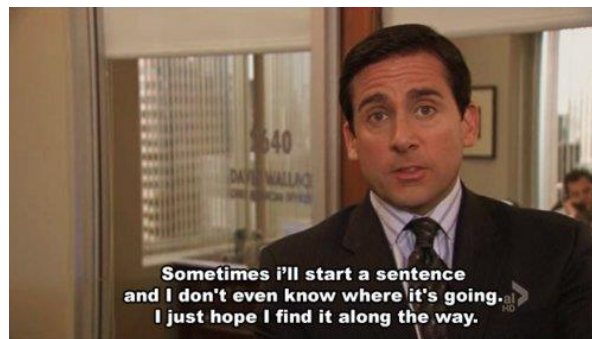
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Connect on Twitter about our talk using the hashtag: #ACESJobTalk



Be better prepared than Michael Scott.