



INTERVIEW AND RESUME TIPS: PHONE AND VIRTUAL INTERVIEWS

1. Act calm. Even if you are nervous remember to stay calm on the phone during your interview. They are often over before we know it so staying calm is the best way to go. Believe it or not, potential employers can tell if you are nervous even on the phone.
2. Take notes. I keep a small journal book and pen near me when I need to do a phone interview. You can write down specifics or key notes to make sure they are available for review later.
3. Ask questions. Write down important questions ahead of time. You will feel better if you have everything written down and ready to go if you do get nervous when talking to potential employers.
4. Virtual interviews. Many employees choose to use Skype, IM, and web cams as means of conducting an interview. Since you will be visible to the potential employee be sure to look your best and treat the virtual interview the same as an in person interview. Always make a good first impression no matter what the means of communication.
5. Cell minutes and speaker phones. If you are using a cell phone and have limited minutes be sure you have enough time to complete the interview. If speaker phones are used both parties should be able to hear each other clearly. There is nothing worse than hearing 'marble mouth' on the other end during an interview.
6. Follow up. Follow up the interview with a hand written short note thanking the potential employer for taking time out of their busy schedule to speak with you.

Phone and virtual communication interviews can be just as nerve wracking as in person interviews, but keeping your cool is essential to the interview being a success. Be prepared for questions and answer them to the best of your ability. Have a copy of your resume in front of you during the phone conversation so you can refer to it if asked about your work history or need to give references. Interviews conducted via phone, IM, or web cam can prove just as successful as in person interviews. Be prepared and you will ace them no matter what. For more information on phone, virtual interviews, and the most sound career advice on the web go to www.hound.com.

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