• **Do** provide accurate and detailed contact information in your cover letter and resume so interviewers can easily connect with you.

• **Don't** use an unprofessional voicemail greeting. Avoid voicemail greetings that include music, humor, or are meant for friends.

• **Do** ensure that household members understand the importance of phone messages in your job search.

• **Do** know which job the interviewer is calling about and be familiar with the details of the job description.

• **Do** practice. Ask a career advisor to call you to conduct a mock phone interview to prepare you to be interviewed over the phone.

• When being interviewed by phone, **do** make sure you are in a place where you can read notes, take notes, and concentrate.

• If you cannot devote enough time to a phone interview, **do** suggest a specific alternate time to the recruiter. It is often best to offer to initiate the call. This will allow you time to mentally prepare.

• **Do** also have your resume in front of you for the phone call so you can remember highlights of your experience and accomplishments. You may also wish to prepare some note-cards or an outline for the call to remind yourself of key points you want to share with the interviewer. You don’t want your responses to sound scripted, but you also don’t want to fumble for important points.

• **Do** ensure that you can hear and are being clearly heard.

• **Do** consider standing when being interviewed on the phone. You are likely to sound more professional than if you are slouching in an easy chair.

• **Do** consider dressing nicely for the phone interview. It may sound silly since the interviewer can’t see you, but it will help to put you in a professional frame of mind if you are dressed for an interview.

• **Don't** feel you have to fill in the silences. If you have completed a response, but the interviewer hasn’t asked his or her next question, simply wait for the next question or ask a question of your own related to your last response.

• **Don't** sniff, sneeze, or cough. If you can’t avoid these behaviors, say “excuse me.”

• **Don't** chew gum or food, or drink anything noisy.

• **Do** create a strong finish to your phone interview with thoughtful questions.

Questions? Please contact the Career Development office at: careers@chatham.edu for customized assistance and additional information about telephone interviewing.