Phone Interview Tips

1) Stand up during the entire interview; it helps you be more attentive.

2) Dress professionally, even though they won't see you.

3) Have a mirror handy so that you can watch yourself speak; keeping eye contact with someone (even if it is yourself!) helps. Also, smiling will transfer into your voice, so do that too.

3) Listen to the question that the interviewer asks, address it, then finish your thoughts. Avoid rambling on. Silence is OK; you don't have to fill every second of dead air.

4) Speak slowly so that you avoid using fillers, such as "um/like/etc."

5) Research the organization thoroughly and have 3 great questions prepared to ask them at the end, such as "What do you like most about working for (organization name)??"

Here's a good article with more helpful tips: http://newgradlife.blogspot.com/2009/12/7-phone-interview-tips-to-get-job-2.html