

## Phone Interview Tips

Here are some suggestions to help you present your qualifications and value to the interviewer in the best possible light in a phone interview.

1. The goal of this call is to get a face-to-face interview.
2. Be enthusiastic, upbeat, positive, extroverted, and project confidence.
3. Regardless of your past background and roles => You are a Sales Person on this call so sell abilities and credentials to the hiring manager.
4. Money – You may tell him/her what your current salary is. (Then let him/her know that The Bolton Group will negotiate the salary for you.)
5. AVOID – asking about benefits, vacation, etc. at this stage.
6. Stand while you are speaking on the phone – it projects your voice and energy and contributes to alertness.
7. Listen carefully to the interviewer so that you understand clearly what is asked and said. Try not to speak while he/she is speaking. Try not to cut him/her off. If you are unclear, ask “What do you mean by ....” etc.
8. Be definitive in your answers and follow up with a short explanation. No one word answers, no multi-paragraph answers.

Sample Question: “What did you do (or tell me what you did ... )

Answer: “I managed the .....(your brief answer) ...  
then follow up  
“I can expand on that when I meet you.”

9. Take the initiative and lead the conversation – Have at least 5 or 6 written questions prepared in advance for the interview. These questions should demonstrate your understanding of the company and what the job is about.

### Examples:

- a. What do you want me to do initially – in the first month or so – your highest priority items?
  - b. What are the key results you want me to produce in the first 6 months?
  - c. Then ask your other questions.
10. Tell him/her when you are available to interviews & ask for a Face to Face meeting.