



Quick Tips: Phone Etiquette

BASIC TIPS:

- During a phone interview, personality is key. Since there may be no face-to-face contact (unless it is a video chat), showing your personality becomes more important.
- Be sure to locate a quiet area for your call. It's usually best to avoid doing an interview call from your dorm room or anywhere else that may be loud or distracting. Many career centers will make one of their private areas available for you if needed.
- Don't read from a script. Avoid writing down everything you plan to say, but it can be beneficial to write out a few key points that you want to highlight.
- Make sure to have your resume in front of you during the phone interview.
- Always be professional. If you are using the same phone for your business and social life, you need to be prepared to answer the phone appropriately.
- Always make sure that your voicemail is professional and appropriate on your cell phone, just in case a recruiter needs to leave you a message.
- Research the company and be prepared to ask thoughtful questions.
- Practice makes perfect! Find a friend, peer, or family member and practice answering questions.