

Phone Interviewing

Make an appointment over the phone or or via email. Explain the purpose of the interview and how long the interview will take. Set an exact date and time. Be sure you have the correct phone number.

Confirm the interview appointment. A day before your interview, call or email the person to confirm the time. It is a good idea to send the questions ahead of time so the person has a chance to prepare.



Rehearse the interview with a partner. Go through the introduction, questions, thank you, and goodbye. Make sure there is a smooth transition between the different parts of your interview.

Prepare your questions in writing. Conduct research to create your questions. Develop thoughtful questions that will cover everything you need to know.

Be on time. Have your interview materials ready and in front of you at least 10 minutes before your phone interview. Find a quiet place without interruption to place the call.

Take Notes. Have your questions in front of you with space to take brief notes. Remain attentive to the speaker. If you are recording the interview you must first ask permission from your speaker. It is illegal to record an interview or conversation without informing your speaker that he or she is being recorded and getting his or her permission. Afterward, make complete notes.

Cover each point before moving on to the next. If you do not understand a response to a question, ask for an explanation.

Ask for literature and names of other experts. Be sure that one of your questions asks for more information, suggested reading material or other experts who you should contact.

Say “Thank you.” Within three days of the interview, send a short note thanking the person for his or her time.