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## How Can I Prepare for a Telephone Interview?

Believe it or not, there are plenty of things you can do to prepare for a telephone interview that are different from a face-to-face interview.

As discussed in a previous article, body language is probably not on the top of your list when preparing for a phone interview however the way your body reacts or the way your voice sounds in an interview can give you the edge over other candidates. Try to remember these simple tips the next time you have a telephone interview.

**Remember to breathe.** Take a few deep breaths to relax before your scheduled time and remember to take a deep breath before you pick up the phone.

**Warm up your voice.** In most cases, a telephone interview is required because of time zone differences so your interview may begin first thing in the morning. In order to avoid sounding groggy or unprepared try singing the alphabet or humming your favourite song to warm up your vocal chords.

**Stand up.** Standing up while speaking allows you to get more oxygen into your lungs and project your voice louder and more clearly. It increases your level of alertness and allows you to become more engaged in the conversation.

**Watch your volume and tone.** Make sure you are in a place that is secluded from distracting noises so you can concentrate on the interview. If you find yourself talking too loud or too fast, take a deep breath, regain your thoughts and continue.

**Don't stay in one place.** Most of us now have cordless phones so try to move around slowly (don't run a lap around the backyard and answer the phone out of breath) during the interview. This increases blood flow to your body and will keep you alert.

**Smile.** The effects of smiling even when you are on the phone will show your enthusiasm and project a positive tone.

**Keep your chin up!** Having a positive attitude will help, but actually keeping your chin up will help your tone and voice. If you are slouched over or have your chin towards your chest it lowers your voice and can make you sound uninterested.

**Say goodbye gracefully.** Make sure your voice is clear and confident and thank the interviewer for their time before you end the interview and hang up.

Good luck and remember these tips the next time the phone rings for you!