

# Phone Interviews

The tips on research and preparation still apply if your interview is by phone.

However, since the interviewer can't see your facial expressions showing your enthusiasm, warmth, sincerity and confidence, you need to be extra aware of making that come across in a phone interview.

The interviewer also can not see if you have your resume and notes in front of you, so use that to your advantage in being prepared for the interview. Be sure you can't be heard shuffling through papers though. Also, don't let the papers be a distraction to you.

Have a list of the employers and jobs for which you've applied next to the phone so you can quickly reference the call if unexpected.

## Other helpful hints:

- Turn off music, the computer and the television during the interview
- Never put the employer on hold to respond to call-waiting
- Stand, or at least sit up straight. Your voice will better project your enthusiasm.
- If it will help you 'play the part' better, dress up for an interview. At the very least, change out of your pajamas!
- Do not eat, drink, chew gum, or type on the computer during the interview.
- Don't miss any of the advice in the "Ace the Interview" article on page 42. A phone interview is a screening technique to determine whether you're worthy to bring on-site. Take great care in your preparation.
- Don't forget to follow up with a thank you note. Refer to the article on Follow Up on page 49.

# Dress for Career Success

What you wear to an interview and on the job can and does say a lot about you. As a general rule of thumb, dressing conservatively and professionally in a business suit, being neatly groomed, and wearing limited accessories will be appropriate in nearly all settings. For an interview your goal should be to ensure that the interviewer is focused on what you are saying, not what you are wearing.

There are numerous websites and magazine articles that deal with appropriate business dress, and in particular, dress for the new college graduate. Here are a few to investigate:

- JobBound – Interview Attire: Making a First Impression  
[www.jobbound.com/jp\\_stu\\_resources\\_attire.php](http://www.jobbound.com/jp_stu_resources_attire.php)
- Dressing for Professional Success:  
[www.bsu.edu/students/careers/students/interviewing/dressing](http://www.bsu.edu/students/careers/students/interviewing/dressing)
- Quintessential Careers – When Job Hunting: Dress for Success  
[www.quintcareers.com/dress\\_for\\_success.html](http://www.quintcareers.com/dress_for_success.html)
- Wetfeet – Dressing for Success in Interviews  
[www.wetfeet.com/asp/article.asp?aid=59&atype=Interviewing](http://www.wetfeet.com/asp/article.asp?aid=59&atype=Interviewing)
- Dress To Impress: A Guide  
[amdt.wsu.edu/research/dti/](http://amdt.wsu.edu/research/dti/)
- Syms – Dress to Achieve!  
[www.symsdress.com](http://www.symsdress.com)

If you have questions about what you're thinking of wearing for an interview, contact a counselor in the Career Center. We're happy to give you our professional opinion.

## Where to Buy Clothes

### Affordable

Marshall's, TJ Maxx, Stein Mart, Fashion Bug, Dress Barn, Twice as Nice consignment, Good Buy Girls consignment

### Mid-Range

JC Penney, Macy's, Bon-Ton, Boscov's, Kohl's, Sears, Lane Bryant

### Expensive

*(but good deals can sometimes be found!)*  
Talbot's, Express, Men's Wearhouse

### Shoes

Baker's, Bostonian, Payless Shoe Source, The Shoe Dept., Naturalizer, Sage

(This is just a sampling of ideas to get you started. If you don't know where to find these stores in the area, let us know.)