



INTERVIEW TIPS – PHONE & VIDEO

How to make a good impression in distance interviews

In this tipsheet you'll learn about the intricacies of interviewing for jobs over the phone or by video conference. Phone and video interviews are becoming more common and you may find that you speak with employers from a distance before meeting them in person.

Before the interview

- Confirm logistics in advance – who is contacting whom, when, and how
- Record the names of the interviewers
- Find a quiet, private place for your interview
- Test your technology in advance
- Ensure you have a professional Skype name and voicemail message
- Prepare and print a copy of your resume and the job description

Phone tips

Use a land-line if possible, or ensure you are in an area with reliable cellphone reception to avoid dropping the call.

During the interview

- Dress up – this will put you in a professional mindset
- Turn off or mute all electronic distractions (e.g. cell phones, computer notifications)
- Limit the amount of reference notes – use this information for reference
- Don't read from a script
- Make sure you and the interviewer(s) can hear each other
- Allow for a pause after the employer asks a question to ensure they have finished speaking
- Rephrase questions to ensure you understand
- Jot down key words when being asked questions
- Ask for clarification or for the question to be repeated if necessary
- Smiling will help you sound more confident and relaxed
- Avoid tapping and shuffling—microphones pick up background noise
- Use a headset if necessary

Video tips

Look directly at the camera, not the screen.

Make sure your surroundings and background are clean and professional.

Keep quick notes on your wall behind your computer.

Want to learn more?

Check out our [Interview workshops](#) and [Interview tipsheet](#) to learn how to effectively answer interview questions.

Career Services offers [Drop-in Career Advising](#) to answer quick questions related to all aspects of your career planning and job search - Monday to Thursday from 1:30pm to 3:30pm.