

## **Dr. Wu's "Successful Steps for Effective Phone/Video Interviews"**

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**The GOAL of a phone/video interview is to get a face to face interview**

**\*Most employers want to interview 3 to 4 qualified candidates. They will likely use 4 to 6 phone/video interviews to narrow the field they will interview face to face**

**\*The Goal in this current CV environment may be to get an offer, since many employers prefer not to interview face to face**

### **PRIOR to the phone/video interview**

**\*Prepare a check list of points you want to make**

**\*Make sure your desk is clean and not distracting and the area is brightly lit**

**\*Arrange a bottle or glass of water, note pad, pen and resume**

**\*Make sure your phone/video equipment works properly (to be safe, do a trial run)**

**\*Use a landline when possible**

**\*Turn off the 'call waiting' feature on your phone**

**\*Dress as if you were going to a face to face interview. Do not wear bright clothes or patterns**

**\*Meditate for a few minutes beforehand to calm your nerves**

**\*\*If you receive an unexpected, unscheduled call for an interview, politely and professionally decline saying you are about to begin an interview or meeting and take their number and schedule a time convenient to you**

### **During the phone/video interview**

**\*Make sure your posture is professional (a mirror is helpful)**

**\*Pace yourself...this is a marathon, not a sprint**

**\*There can be a slight delay on video interviews...do not interrupt the interviewer**

**\*If the employer interrupts you, it's a clear signal for you to listen and move on**

**\*Be an EXPERT listener...the employer will ask you what they want to know and often give significant clues as to what they want you to talk about**

**\*Take notes, but short buzzwords, so you don't lose important eye contact**

**\*Smile and nod the head while listening**

**\*Tell the interviewer how convenient it would be for you to make a face to face interview**

**\*Ask the interviewer what the next step is, timing for the next step and when can you expect to hear from them**

### **After the phone/video interview**

**\*Thank you notes are appropriate but should be limited to two to three lines expressing your interest and not a rehash or resell of what was covered in the interview. Thank you notes are just that...to say Thank You**

**\*If the employer has a known concern a second note (after you've slept on it) covering factual new information is appropriate**