The Telephone Interview - Congratulations, You’re One Step Closer to Landing the Job!

by Karen Knipschild

The main purpose of the telephone interview is to decide if it makes sense to invite you for a face to face interview, or not.

In preparation and during the interview:
- Find a very quiet spot where you can talk with absolutely NO interruptions. There should be no television, music, etc. in the background.
- If you’re using a cell phone, make sure there are no incoming calls while you’re talking to the employer. A landline is preferable because you’re not risking a bad connection, etc.
- Have a pen and paper handy for note taking.
- Make sure you study the company website diligently before the interview.
- Prepare a list of your strengths and skills – they may ask and you don’t want to be caught off guard.
- Smile some when you’re talking during the interview - you’ll come across enthusiastic! E-mail a thank-you note an hour or two after the phone interview expressing gratitude and your enthusiasm about the job.

Karen Knipschild is the UW-Madison English, Philosophy and Comp Lit. Departments Career Advisor.

For job hunting tools: Careers Website
For appointments: WisCal Scheduler

Check Out These Summer Part-Time Jobs and Internships . . .

Intern – Wisconsin Book Festival (stipend)
Program Assistant - Center for the Integration of Research Teaching and Learning (PAID)

The Office of Undergraduate Advising will be hiring a part-time communications specialist (PAID) position beginning this summer. One of the primary responsibilities will be helping to launch a new campus-wide advising website for students.

Social Media Intern, Wisconsin Public Radio, Madison, deadline May 15

Student Programs Assistant, (PAID) ISS, UW-Madison, deadline not specified,

Check out the Careers Website for more opportunities.