### Phone Interview

This kind of interview is often the first contact with an employer. A phone interview is also used when candidates reside in other countries. The most important thing to remember in phone interviewing is that you are working towards a face to face discussion. Phone interviewing techniques.

* Show enthusiasm. Remember that you do not have the advantage of [interview body language](http://www.cvtips.com/interview_body_language.html).
* Hold the receiver well. The mouthpiece should be 5 cm from your lips. Speak normally or a notch slower.
* Make sure there is no background music.
* Switch your mobile phone off.
* Switch your computer speaker off.
* Switch the front bell off (if you can).
* Lock your pets away.
* Avoid being too cheerful or overly concern.
* Make a list of things to say and of your strengths and keep them handy.
* Practice a phone interview with a friend.
* Always be positive even if this job change has not been your choice.
* Do not smoke, chew gum or drink tea during the interview.
* Avoid [salary discussions](http://www.cvtips.com/wage_negotiation.html) in a phone interview.
* Ask when it is convenient to meet for a face to face interview.