TELEPHONE interviews can be tricky, especially since you aren't able to read your interviewers' facial expressions and body language during the session - a big difference from the usual interview situation. Here are some other things to consider:

- **Answer the phone yourself**, let family members and/or roommates know you are expecting a call.

- Use a landline – why risk a dying battery, poor signal, etc.?

- Don't be caught out - A phone interview can seem so informal on the surface but you MUST prepare for it as well as you would for a face-to-face interview. So don't be tempted to snack… chew gum… or watch the TV… oh, and clear the room of family members, well-meaning friends, etc.

- Keep things professional - if you aren't available when the employer calls, he or she is likely to leave a message for you on your answering machine or voicemail. Make sure that your message greeting is professional – a lengthy or "amusing" message could cost you!

- On a phone call you can have notes and your CV in front of you to remind you of what you need to say. You can also TAKE notes.

- **Smile. Sounds strange but it is actually a really good way to put yourself at ease and convey confidence.**

- Tone of voice is vital; pay attention to it. Try to sound positive, speak slowly and enunciate clearly.

VIDEO OR WEBCAM interviewing may seem like an uncomfortable experience, it is becoming a convenient and cost effective tool for many companies. Here are some tips to help you navigate the process:

- **Make certain you are comfortable with the technology.** But remember that a warm, friendly, and confident attitude will overcome most any technical glitch.

- Remember they can see you – you don't want someone walking past in the background for example - but also body language and presentation come back into play; look sharp, sound sharp.

- **Remove distractions for yourself i.e. turn off your phone, etc. but also consider your background and the impression it will leave!**

- Lighting is very important; if they can't see you well it may ruin your chance overall? Be sure there is a light source is directed toward you.

- Position notes next to the screen (out of sight of the interviewer) and in your eye line.

- **Avoid leaving the confines of the camera until the interview is over.**