



# The Basics of Phone Interviews

## Interviewing with TWC Internship Site Partners

- You are a representative of your Institution, TWC, and yourself.
- Communication is key.
  - Your Internship Coordinator should always be informed when you have an interview or offer.
  - The Internship Site should always receive prompt responses from you.
- Accept all interviews.
- Always consult with your Internship Coordinator before rejecting an offer.

## Research + Preparation

- Be prepared to talk about yourself.
- Learn about the company by researching the organization's mission and recent accomplishments; this information can be found on the company's website.

## Communication

- Phone, email, and home phone—check regularly.
- 24 hour response times are key.
- Be professional in your writing—spellcheck, no texting language.

## Phone Interview Set-Up

- Stand or sit up straight during the interview.
- Speak clearly and loudly.
- Notes are great—no scripts.
- Smile—interviewers can hear smiles.

## Ending the Interview

- Say “Thank You.”
- What is your timeline for filling this internship position?
- Restate your interest.

## Post Phone Interview

- Call or email your Internship Advisor to debrief on the interview.
- Write a thank you – be sure to include highlights from your interview.
- Reflect - consider the rapport with the potential internship supervisor.
- Be open and consider all you can gain from the opportunity. What skills will be tested? What kind of professional exposure will you experience?