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?