



Career Corner

Career Tips

«Tips for Telephone Interviews»

By Pamela Hyland

In order to save money and winnow down the applicant list, employers sometimes ask for an initial phone interview. It can seem scary, at first, since you don't have the benefit of seeing the reaction to your answers and getting to know the people face-to-face. However, here are some tips that can take some of the worry out of phone interviews.

Prepare as you would for any interview, researching the organization and the interviewer(s). Think about your strengths and how you can weave them into your answers. Prepare an anecdote or story that illustrates each of your strengths. For your weakness (you only have to admit to one weakness!), anticipate that question by admitting you have one, thinking about what you do to ameliorate it, and planning to talk up your success rate at fixing the weakness. Prepare some questions for the interviewers, too, as they usually ask at the end of the interview if you have any questions. The best questions will concern things such as the responsibilities of the job, what training they offer, and the interviewers' own impressions of the firm; save questions about salary or hours for after you are offered the job!

Some people dress just as they would for an in-person meeting; they find it gives them confidence and gets them in the right frame of mind. However, if you are more

comfortable in sweats and fuzzy slippers, that's fine, too!

Prepare your space, keeping your resume and cover letter visible, a pen and paper handy for note taking and a glass of water nearby. Don't chew gum, smoke or eat during the interview. Find a quiet, uninterrupted place, turn off any music and, ideally, use a landline rather than a cell phone. If you must use your cell phone, be sure reception is good; you don't want a dropped call to interfere with an important interview!

Think about your voice – the main vehicle you have for impressing the interviewers! Smile when you are introducing yourself and whenever it's appropriate during the conversation; the interviewers can hear the smile in your voice! You might do a "mock interview" with a friend or a CSO counselor to practice your voice level and the speed of your answers. Do you mumble, have a tendency to interrupt, talk too fast, or too long? Ask your coach to be *honest* about how you sound over the phone and practice incorporating their suggestions.

Be sure to thank the interviewers at the beginning and the end of the interview for the opportunity to speak with them. Before hanging up, ask if there is any additional information you can supply. It's a nice touch to send a very prompt thank you note after the phone call.

Advance preparation makes all the difference between a phone interview to be dreaded and a chance to show a distant employer how personable and poised you can be!

Want to make an appointment with a career counselor?

Call the CSO Front Desk at **(415) 565-4619**.

JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings. Log onto hastingscareers.com and check often for new postings. Just a few highlights:

SUMMER POSITIONS

IODA is searching for legal summer interns. Info available at www.iodalliance.com. Interns will be responsible for legal research, contract summaries and other various legal related tasks. Potential interns would preferable have music industry or technology experience. Unpaid. Hrs. are flexible and to be worked out between students and IODA. **Years Requested:** 1L, 2L, 3L. **Materials Required:** Send resume to: Pierce Stacy, Esq., pierce@iodalliance.com Part-time. **Deadline:** 5/18/07

CA Department of Justice/ Attorney General's Office.

Summer Law Clerk. Applicants must have excellent writing, research and analytical skills. Should have completed law school classes in constitutional law, evidence, criminal law, criminal procedure, civil procedure, and research and writing. Appellate advocacy and trial advocacy may be helpful. **Years Requested:** 2L, 3L. **Materials Required:** cover letter, writing sample, transcript and resume to: Michelle Swanson, Law Student Coordinator, Dept. of Justice, 455 Golden Gate Ave., Ste. 1100, San Francisco, CA 94102. **Deadline:** 4/30/07

Wong & Associates. Law Clerk. Busy law office practicing general civil litigation seeks individual who thrives in hectic and informal atmosphere to conduct legal research and draft complaints, motions, declarations, discovery documents and correspondence. Possess superior analytical, research, and writing skills, MS Office proficiency; ability to work independently. **Years Requested:** 2L, 3L. **Materials Required:** Submit a writing sample with your application. Apply online. (See hastingscareers.com). **Deadline:** 5/12/07

Renne Sloan Holtzman & Sakai LLP. Law Clerk. Fast-paced SF law firm is seeking for a law student or recent grad for an unpaid law/clerk internship position in our affirmative litigation department. Our cases involve elder financial abuse and/or insurance brokerage. Candidate will assist our attorneys with discovery, pleadings, law and motions, depositions and mediation and/r investigations. The ideal candidate will have a sincere interest and/or experience in fighting for public justice. **Years Requested:** 2L, 3L. **Materials Required:** Send cover letter, resume and writing sample to: Rochelle Redmayne, 350 California St., Suite 300, San Francisco,

CA 94101 or email to: rredmayne@publiclawgroup.com. **Deadline:** 5/11/07.

This Week's Events

How to Impress Your Summer Employer and Get a Permanent Offer

Tuesday, March 27
3:40 - 4:30pm
Panel/Room F

Nuts & Bolts of the Judicial Clerkship Application Process - Part I

Wednesday, March 28
12:40-1:30pm
Panel & Workshop/Room F

Small Firm Job Search

Friday, March 30
12:40-1:30pm
Workshop/Room K

Alumni Mentor Program Orientation

Friday, March 30
12:40 – 1:30pm
Room 308

Advanced Sign Up Required!

Sign up on Hastings.Careers.com

(AMP orientations are scheduled every week)