

# Career E-minder

UWF Career Services  
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## Hone Your Phone Interview Skills

Many job interviews begin with a simple phone call, and depending on your ability to speak into the microphone, listen through the speaker and a few other slightly important tips, you should be able to do just fine.

Firstly, phone interviews are one step up from instant messaging and one step below face to face conversation in the “interpersonal communication effectiveness factor”, so making sure that you stand out is vital to your interview. Brand yourself, create a slogan; making a one sentence selling point about yourself will surely put a “face” to your voice. Another component to making you stand out is to combat the monochromatic effect of the phone by showing a little extra enthusiasm. Excitement-it’s contagious.

Just like in a regular interview, nerves sometimes get the best of us and we tend to let it affect the way we answer an employer’s questions. One of the top complaints employers have is that candidates rarely answer the question, or answer it appropriately. Since it is a phone interview, the employer cannot see you fidget, twirl your hair, or tap your fingers on your lap. It may be tempting, but research proves that if you still dress for the interview while at home, you will exude professionalism and confidence. Chances are, if you’re nervous, it’ll show through the call.

One last tip; do your research. Not only does it make you more knowledgeable and confident with your approach to answering questions, but it shows the employer that you’ve taken the time and initiative to do some background. On a similar note, utilizing a little bit of flattery when explaining why you’re so excited about the job won’t hurt either.



### Job of the Week

**Job ID: 4534**

**Job Title: Mid-Day Air Personality**

**Organization: Cumulus Broadcasting**

**Job Description:** Able to use phone, fax, and printer. Promotions experience is a plus. This is a full time position in America’s best radio company and not for beginners. Q100 Pensacola-Mobile is looking for our next mid-day air personality! We’re looking for a great one on one communicator who knows how to deliver compelling concise content relating to a growing 25-49 Hot AC audience.

**What to do?:** Email your brief MP3 aircheck and resume to [kirk.patrick@cumulus.com](mailto:kirk.patrick@cumulus.com)

**Check JasonQuest to find out more information!**

### Job of the Week

**Job ID: 4067**

**Job Title: Recruiter Leading Into Sales**

**Organization: Aerotek, Inc.**

**Job Description:** A 40+ hour week with a \$33,000 salary plus an uncapped commission. Aerotek is a 4 billion-dollar a year, high performance organization providing contract services and business solutions to clients worldwide.

As part of the Aerotek team, you will be a part of a record setting team responsible for maintaining a high level of sales recruiting activity, servicing existing accounts, building long-term relationships with contractors and clients, delivering highly qualified technical candidates to clients and assisting in account management.

**What to do?:** For immediate consideration, e-mail your resume to [ahale@aerotek.com](mailto:ahale@aerotek.com) (Also available are internship positions!)

### IMPORTANT INFO!

- **Wednesday, January 9th:** There is a Co-Op//Internship Info session at 11 AM. It should be noted that if you are interested in a Co-Op or an internship for Summer 2008, you should begin your search now and attending an info session is REQUIRED. Contact Career Services with the contact info at the top of the page in order to register for a session!

### Water Cooler Joke of the Week

I complained to my boss the other day, “Sir, I can do my job blindfolded.”

He replied, “That’s great news! Now we don’t have to pay for lighting your cubicle!”