PHONE Interview

Checklist

# Before the interview – Prepare

[ ]  Learn about the company from its website, social media pages, and employee reviews. Search online for articles and reviews to read what others have to say.

[ ]  Use the product before you interview and form an opinion about its strengths and weaknesses.

[ ]  Make a list of the core requirements of the role and review common interview questions. Use the [STAR technique interview prep template](https://templates.office.com/en-us/STAR-Technique-Job-Interview-Preparation-TM16412063) to structure your answers.

[ ]  Ask the recruiter for a list of people you’ll meet, learn about them on LinkedIn, and prepare some questions that are specific to each interviewer.

[ ]  Print a copy of your resume to refer to if needed.

# Before the interview – Create a conducive space

[ ]  Choose a quiet, well-lit spot without noise and distractions.

[ ]  Use a wired connection or locate as close to your router as possible.

[ ]  Make a test call to check your equipment.

[ ]  Keep your notes, resume, a glass of water, and pen and paper handy.

# During the interview

[ ]  Silence your phone and close any computer programs not needed for the interview.

[ ]  Log in or call the conference number a few minutes early.

[ ]  Sit up straight and speak clearly with a positive tone.

[ ]  At the end, state your interest in the position and ask about next steps. Remember to thank the interviewer for his or her time.

# After the interview

[ ]  Send a personalized thank you email or letter to the interviewer.

[ ]  Review your notes and prepare for the next round.