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.