



# Phone Interview Success Checklist

## Pro Tip



*Unlike a face-to-face interview, a telephone interview gives you the opportunity to control your environment. To help you to be confident and prepared, we put together the complete phone interview checklist that we recommend to all of our candidates.*

## Connect With Us



***Most candidates chronically under prepare for their phone interviews. If you decide you're not going to be one of them, you're already ahead of the game!***

## PLAN YOUR ENVIRONMENT

1. Choose a private location
2. Expect a short interview but prepare for a long one
3. Avoid pacing
4. Let people know you need uninterrupted privacy for your call.
5. Warm your voice.
  - Recording yourself and playing it back a few times
6. Only take an interview in the car if it is your only option, and if so:
  - Find a safe and quiet place to pull over
  - Test the signal
  - Leave the windows up
  - If you have a children with you, let the interviewer know in advance

## SETTING UP YOUR PHONE

Use a landline whenever possible but if you do need to use your cell:

1. Test the signal by calling someone else first
2. Make sure the battery is fully charged
3. Disable call waiting and app alerts
4. Use earbuds if you can. Speaker phone only works if you:
  - Have great reception
  - Are at a proper distance from the speaker
  - Are in a quiet room with no echo

## COME PREPARED

Have with you:

1. A copy of your resume
2. Notes on the facility...and your interviewer
3. Professional attire (yes, even for a phone interview!)
4. Water bottle
5. Notebook for note taking
6. A list of references, incase you're asked
7. A list of any questions you want addressed