



# MASTERING THE PHONE INTERVIEW: A CHECKLIST FOR SUCCESS

## Research the Company

Build credibility before you even say hello.

- Understand the company's mission, values, and culture.
  - Learn who the key leaders are and how the organization is structured.
  - Review the company's products, services, and target markets.
  - Scan recent news, press releases, or social media updates.
  - Confirm your interviewer's name, role, and background.
- 

## Prepare Your Story

Define how you want to be remembered.

- Craft a strong 30–60 second elevator pitch.
  - Outline your top strengths and how they connect to the role.
  - Be honest about areas you're actively improving.
  - Highlight your most relevant experience and accomplishments.
  - Know what you're seeking in your next role — and why.
- 

## Anticipate Common Questions

Be ready with clear, confident responses.

- "Tell me about yourself."
  - "Why are you interested in the company/role?"
  - "Where do you see yourself in the next few years?"
  - "Share a challenge you faced at work and how you handled it."
  - "What achievement are you most proud of?"
- 

## Ask Smart Questions

Show curiosity, engagement, and strategic thinking.

- "What qualities help someone succeed in this role?"
  - "What are the top priorities for the first 30/60/90 days?"
  - "How would you describe the team's management style?"
  - "What is the work environment like?"
  - "How does the company define growth in this role?"
- 

## Close with Confidence

Leave a lasting impression.

- Thank the interviewer for their time.
- Express enthusiasm for the role and company.
- Reiterate why you're a strong fit for the role.
- Summarize one key strength or achievement that sets you apart.
- Ask about next steps and timeline.
- Confirm your contact information and preferred follow-up method.