



Phone Interview Prep Guide



Research & Prepare

- Google the company; take note of any recent projects or press releases.
- Double check the job description and highlight key parts—you can speak about these later!
- Research common interview questions and prepare potential answers.

Test Your Tech Setup

- Make sure your phone is fully charged or plugged in.
- Check your signal strength or Wi-Fi connection if using VoIP.
- Use headphones with a mic to improve sound quality and reduce background noise.
- Have a backup plan in case of tech issues.

Focus & Minimize Distractions

- Find a quiet spot to sit down. Make sure there is good cell phone reception.
- Sit at the kitchen table or at a desk. Have all your prep materials easily accessible.
- Dress for the occasion.
- Take a deep breath.

Speak Clearly & Professionally

- Enunciate your words and avoid filler phrases like “um” or “like.”
- Keep your tone upbeat and confident.
- Avoid slang or overly casual language.
- Pause briefly between thoughts to give the interviewer time to respond.

Listen First, Answer Second

- Don't dominate the conversation; let the interviewer guide the conversation.
- Do not speak over the interviewer, let them finish their thought. You don't want to cut them off.
- Ask questions about the interviewers role in the company and the company itself.

Slow Down & Smile

- Take it slow and don't rush—the interviewer can tell if you're in a hurry.
- Keep a resume in front of you and reference it when needed.
- Have a pen and paper handy to write down notes or questions.
- Remember to smile. Even if they can't see it, they can sense it.

Wrap Up & Next Steps

- Express interest in the role and appreciation for the opportunity.
- Ask if they need any additional information, such as references or your availability.
- Confirm who to follow up with and their contact information.
- Before ending, ask about the timeline for next steps.

Send a Thank You

- After the phone interview, a follow-up "Thank You" email is standard practice.
- Thank the interviewer for their time and reference something specific that you discussed.
- Briefly remind them why you're a good fit for the job and company.
- **Reminder:** Keep it short and simple!