

PHONE INTERVIEW TIPS

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.

Slow Down & Smile

- Take it slow and don't rush. Even if the interviewer isn't in front of you, he or she can sense that 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.

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.

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.

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!



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