

# Let's Get You Ready For Your Phone Interview



Hiring managers and recruiters are screening for risks. A phone interview can quickly get answers.

## 5

### Important Things to Remember

#### 1 Call won't be long - be prepared

Often your appointment time is one of many. Be prepared with your submitted resume in front of you. Share examples of your accomplishments related to the job posting. Have your questions ready.

# 1

#### 2 Treat this as a real interview

Find a quiet place with a stable Internet connection. Sit up straight to project your voice. Pause before answering questions - gather your thoughts. Smile. The interviewer cannot see you.

# 2

#### 3 Give an overview of your work history

The person conducting the conversation may not be the hiring manager. Explain your career progression. Talk about your competencies/skills. Describe how you can contribute to the company.

# 3

#### 4 Think like the recruiter

The hiring manager wants to know why you want to work there. Talk about what attracted you to the company or industry. Share how the position supports your career path for the future.

# 4



#### 5 Share the reason for your search

Be ready to explain why you are seeking a different position - why you are job searching. Speak well of your company or former employer. Show any affiliations, company connections, industry relationships.

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