

PHONE INTERVIEW

What they might ask:

“Tell me a little bit about yourself.”

“What are your short-term / long-term goals?”

“Why are you (did you) leaving your employer?”

“What are your strengths and weaknesses?”

“What made you interested in this position?”

“Why should we hire you?”

Mock Phone Interview Appointment

Date: _____

Time: _____

Interviewer: _____



Top 10 Phone Interview Tips:

1. Understand the company—do your research and prove that you know them
2. Find a quiet place—100% of your focus should be on the interviewer
3. Have your resume in front of you—highlight key information
4. Keep responses concise—answer questions directly and thoughtfully
5. Smile when you speak—tone can be felt over the phone
6. Stay positive and up beat—ask to repeat the question if needed
7. Take hand written notes to stay on task—keyboard sounds are distracting
8. Keep your vocabulary professional
9. Thank them for their time and ask what the next steps will be
10. If you forget something, remember to bring it up in the next interview—do NOT call back

