

# PHONE INTERVIEW PREP CHECKLIST



Print a copy of the job posting and have it available during the interview.

You can refer to the job posting during the interview. It can help you explain how your skills and experience align to the job requirements.

Research the company or organization before the interview.

You may be asked what you already know about the company or organization. You can make a poor impression if you know very little about the company during the interview. Here's a list of basic information to research to help get you started.

● When and where was the company or organization founded?



● What does the company or organization do or provide? What is their unique selling proposition?



● Who is on the company's or organization's leadership team? Are they known for anything?



● Who are their main competitors?



● What is the company's plan for growth and latest news?



● Other Notes



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Be prepared to answer the following questions at the very minimum.

● Tell me about yourself.



● Why are you interested in the position?



● What makes you a good fit for the job and company?



● What are your salary requirements?



● What are you looking for in your next job?



● Why do you want to leave your current job?



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## Have quality questions prepared for the interviewer.

If you don't have any questions ready for the interviewer, you may come across as desperate or overeager. Here are some example questions . Use the space below to brainstorm other questions.

- What do you like about working for the company?
- What do you dislike about working for the company?
- How is the company innovating to stay ahead of competitors?
- What challenges is the organization currently facing?
- What kind of professional development does the company offer?
- Is the company in good health?



## Know where you are going to take the call and make sure there will be no distractions.

Taking the call in your car, outside, or in a parking lot is not a good idea. Set yourself up for success by doing the interview in an appropriate location where you have good phone reception and no distractions.



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