

PHONE INTERVIEW CHEAT SHEET

Here are some important tips to remember before your phone interview. Be sure to fill in the blanks ahead of time and be prepared!

1. Create an elevator pitch about yourself.

2. Don't forget to smile! Even over the phone, it can make a difference.

3. Speak clearly. It's okay to pause.

4. Write down details about the company and job description you find appealing.

5. What are the skills listed in the job description that directly apply to you?

6. What are the company's core values?

7. What is your greatest strength as an employee and why? Weakness?

8. Describe a time when you helped a project succeed.

9. Write down three questions to ask the interviewer.

10. Close the interview by asking about the next steps in the hiring process.

11. Make sure to write a thank you letter or e-mail to the interviewer!