

# Phone Interview Phases & Preparation

## Prepping Phase

- Research the company and hiring manager. Research their:
  - Website
  - LinkedIn
  - News Articles
  - Recent Events on their Blog
- Stand up while on the call, standing reduces tension (motion is comfort).
- Call from an area with minimal noise and distractions.

## During the Call

- Thank the interviewer for taking the time to meet with you.
- We suggest that you call the interviewer by his/her first name.
- Take your time. It is easy to get nervous and talk quickly.
- Be "upbeat" - without the visual aspect, you have to sell enthusiasm and energy with your voice.
- Take notes during the call.
- Listen to questions completely and take a moment to formulate an answer.

## Info Gathering Phase

- Ask questions and take note of answers you can relate to your experience/skills.
- If they hadn't shared, ask the interviewer about their role at the company.
- Example Questions you can ask:
  - Is there a specific reason for this position being open?
  - What would a successful hire have accomplished 6 months into this position?
  - What is the most critical component of [Company] culture that someone should know before they join?
  - How can I make an immediate impact?
  - What are the key success indicators of this role?

## The Persuasion Phase

- Briefly highlight of your career - don't read your resume: they should have a copy.
- Link the roles' responsibilities/points of success with your experience/skills.
- Unless brought up by interviewer, avoid talking about compensation, PTO, and schedule at this stage.
- Ensure the interviewer understands your desire to move forward in the process and your interest in the role/company. They should now this is something you want to pursue.
- Examples of closing remarks.
- "Thank you again for your time today, I've really enjoyed the conversation and based on all that you've shared I am excited about this opportunity and looking forward to continuing in the process."
- "I've really enjoyed the conversation and based on all that you've shared I am excited about this opportunity. Is there anything about my experience or skillset that you are unsure about, or unsure how it relates to this role?"

## Post Interview

- Sometime after the interview, before the end of the day, send the interviewer a follow up thank you email.
- Reiterate your interest in the role and thank them for all the information they shared.
- Try to call out one or two specific parts of the conversation that you felt resonated with the interviewer.
- Example of Thank you note:
  - "Hello [First Name], Thank you for your time today. I am even more excited about the [role title] position following our conversation. As I mentioned during the call, I feel my background in [example] and experience with [skill example] position me well for success in this position. Please feel free to reach out with any questions you or your team may have about my background. I look forward to next steps soon!"

