15 Phone Interview Tips to Get You to the Next Round

Job interview tips, Interview tips, Phone interviews, Job interview preparation, Interview skills, Job interview advice - Phone interviews are the first step to getting that job Learn the best tricks



- [ ] Understand Who's Calling
- [ ] Write Back About Scheduling ASAP—And Spellcheck!
- [ ] Go Back to the Job Description
- [ ] Research the Company on LinkedIn and via the Company Site
- [ ] Prepare Your Salary Requirements
- [ ] Plan on Being Somewhere Quiet
- [ ] Use Headphones
- [ ] Pull Up Your Resume and LinkedIn, Plus the Job Description on Your Laptop
- [ ] Slow Down
- [ ] Prepare Some Questions to Ask
- [ ] When You Answer, Answer Professionally
- [ ] Let Them Interrupt You
- [ ] Write a Follow-up Thank You Email
- [ ] Don't Be Afraid to Communicate If You Need to Reschedule
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