

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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