



# PHONE INTERVIEW CHECKLIST

Well done! Making it to the phone interview stage is no small achievement. It often means the recruiter has seen something on your resume or cover letter that has sparked their interest. It's important to prepare well for the phone interview as that will help to give you confidence and calm your nerves.

## YOU WILL NEED

- A quiet room free of noise and distraction
- A fully charged phone
- Notepad and pen

## HAVE WITH YOU

- Printed copy of resume
- Printed copy of cover letter
- Printed copy of elevator pitch
- 5-6 prepared questions, researched and written down
- Printed copy of the advertisement or position description

## AFTER THE CALL

- Email interviewer to thank them for their time
- Follow through with any commitments made within 24 hours