

THE ULTIMATE
GUIDE TO
PHONE INTERVIEWS:
setting yourself up for success



BEFORE THE INTERVIEW:

Research.



You never want to go into an interview unaware of what the company does. The best way to show the recruiter that you're genuinely interested is by doing your research and showing throughout the call that you've educated yourself on their company.

Prepare notes.

Don't be afraid to brainstorm some general notes beforehand. It can help you during the phone call to reference something you wanted to touch on. You should also have your resume in front of you as your interviewer will most likely be referring to it throughout the interview.



BEFORE THE INTERVIEW:

Remove Distractions.



Choose a quiet location, and remove any distractions that might interfere with the phone call. Turn off your laptop, cellular devices, and any other potential distractors. You should even shut off notifications on the cellphone you're using for the interview.

Practice.

Practice your answers in front of a mirror or with a friend. The only way to get comfortable with answering questions about yourself and storytelling is to practice. Doing so will help you know what to improve on.



DURING THE INTERVIEW

Dress the part.



Dressing your best will make you feel your best. Even during a phone interview, you should dress for success. It helps your performance and improves your attitude by making you feel more confident and prepared, as you would in an in-person interview.

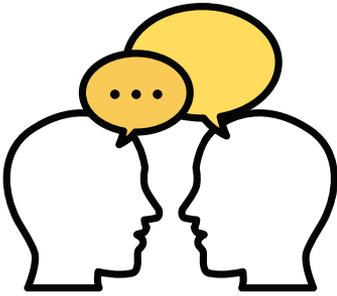
Be Yourself.

Although you should take the interview seriously and be as professional as possible, you should still be yourself. Try to show your personality the best you can over the phone. Be genuine, upbeat, and friendly and show the interviewer more of who you are.



DURING THE INTERVIEW

Listen.



Throughout the interview, make sure you are listening to the interviewer and not speaking over them. This will also help you fully understand what they are asking. Although you may be eager to speak, no one wants to be interrupted!

Stand and smile.

Stand up during your phone call to exert your energy and put more of your voice into the call. It will help you speak more clearly and confidently, and that energy will transfer to the interviewer. Keeping a smile on your face also helps to maintain a positive and clear voice.



AFTER THE INTERVIEW

Ask questions.



You should always have questions for the interviewer at the end; it shows interest on your end and gives you more insight on the company. For example, ask about growth opportunities, day-to-day tasks in the role, or the interviewer's personal experience working at the company.

Follow up.

A simple thank-you e-mail can make a huge difference and make a meaningful impression. Try to include a small tid-bit of something interesting or funny you may have talked about with them. It will help them to remember you and the conversation, and show your thoughtfulness.





Julia Lima

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Are you ready to take your next career step? Want someone who can guide you through the process?

Contact **Julia Lima** today to see the difference Franklin Professionals can make for you at:

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