



Phone Interviews

Prepare Before the Interview:

1. Review both the job description and your resume
 - a) Review the job description so you are familiar with it and brush up on the technologies listed so that you are prepared for any questions they may ask you.
 - b) Review your resume to insure you are well versed in everything that is listed.
2. Do Your Research and have questions prepared
 - a) Look up the company's website to find out the latest information and/or projects they are working on. A good place to find this the press release/news section. Knowing their business is a great way to express your interest in the position.
 - b) If you know the interviewer's names you can research them using either Google or LinkedIn. Any information you can find out is helpful and may help you make a connection.
 - c) Take the information you learn from your research and generate a list of questions – remember you are interviewing the company too.
 - d) Prepare answers to common interview questions.
 - e) Review our Common Questions form [here](#) which gives you a sampling of some questions you may be ask by the interview, tips on how to answer and ideas for questions you can ask.
3. The next step
 - a) Be aware that the purpose of the phone interview is to impress the manager enough to set up a face-to-face meeting.
 - b) Have a couple of dates in mind for the next interview time so when they ask you are ready to schedule it with the manager
 - c) Have a tentative start date ready for the interview.

During the interview:

1. Taking the call
 - a) Be near the phone at least 10-15 minutes prior to the start of the expected call.
 - b) Give the caller at least 15 minutes past the designated time. If the caller is later than 15 minutes, contact your ISLAND STAFFING recruiter.
 - c) Have your resume in front of you for the call.
2. During the call
 - a) Speak clearly
 - b) Stand up; you will be less nervous
 - c) Listen and focus on what the interviewer is saying. Do not have other distractions around you, i.e. a television
 - d) Do not cut someone off in mid sentence
 - e) Be sure your passion is conveyed. It is essential you express your motivation and show enthusiasm about your skills and the position/company you are interviewing for
 - f) Ask the questions you have prepared
 - g) If asked, provide your availability for the next step
3. DO NOT
 - a) Do not discuss money...refer those questions back to ISLAND STAFFING. Note that you may be asked more than once during the interview...answer the same.

After the interview:

1. Contact your ISLAND STAFFING recruiter to recap and discuss the next step after you've completed the interview. We need to hear from you before we can follow up with the company.