



PREPARING FOR A PHONE INTERVIEW WITH A HIRING MANAGER

To do the night before the interview:

- Review job description.
- Review your resume the night before and be well versed in everything that is listed on it.
- Prepare a list of questions for the manager and remember that it is a dual interview.
- Be prepared to answer “why did you leave your last position?”
- Be aware that the purpose of the phone interview is to impress the manager enough to set up a face to face meeting.
- 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.
- Have a tentative Start Date ready for the interview.

While on the phone:

- Speak clearly.
- Listen.
- Ask the questions you have prepared for this phone interview.
- 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.
- Have your resume in front of them during the call.
- Be near the phone at least 10-15 minutes before the expected call.
- Give the caller at least 15 minutes past the designated time. If the caller is later than 15 minutes, contact your ISLAND STAFFING representative.
- Be prepared to confirm a time to meet in person during the call.
- While in the interview: be motivated and show enthusiasm about your skills and the position/company you are interviewing for.

Following the phone interview:

- Contact your ISLAND STAFFING representative to recap and discuss the next step after you leave the interview. We need to hear from you before we follow up with the customer.