

Phone Screening Preparation

Caution: If the time isn't convenient, ask if you could talk at another time and suggest some alternatives. Don't tackle the interview when driving or in the middle of something. You can say something like

"Thank you for calling, I was actually expecting to hear back from you. However, this is not a good timing, can we reschedule this call to - tomorrow time like this, or 4pm today etc."

Then go prepare for the call per the guideline below

1. Expect any type of question. Answer with the company's best interest at heart. Questions could be anything like listed below or more;
 - What is your long-term goal or where do you see yourself in 5 years?
 - What are your goals for further professional development?
 - What does the perfect manager look like to you?
 - When can you start work if you are hired?
 - What are you looking for in a job?
 - What do you dislike about your current or previous job?
 - How are your interpersonal skills?
 - What is the reason for leaving your job?
 - How would your manager/supervisor/colleague describe you?
2. Prepare ahead of time. 15 minutes to time, be ready, settled to start the interview.
3. Have with you a copy of your resume and a copy of job posting to refer when interviewing.
4. Have a pen and paper handy for notetaking.
5. Prepare physically, shower and groom. Your mind will adapt to your external preparation
6. Be seated in a chair, like office chair or dining room chair with your back straight.
7. Use a quiet, comfortable, and private space with no distractions so you can focus on the interview.
8. Use head/earphones so you will have your hands free to write or use for expressions (Use loudspeaker if you do not have earpiece)
9. Answer the call within the first ring! It shows you are on time and ready.
10. Be loud and eloquent... Let them not struggle to hear what you are saying.
11. Smile while talking, they can pick that. Be kind and engaging.
12. Listen when they talk until they are done. Don't interrupt.
13. Be sure to know whether the interviewer is calling you or if you need to make the call. Dial them exactly on time, not a minute after. Expect the same if they are the ones to call.
14. Prepare questions for them, here are some sample questions

Sample Questions to Ask over the Phone Interview

- What is the typical work week? Is overtime expected?
- What are the prospects for growth and advancement?
- If I am extended a job offer, how soon would you like me to start?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?
- Do you have a policy for helping new members of the team get on board?
- What are the biggest challenges of this job?
- What's the most important thing I should accomplish in the first ninety days?
- What are the biggest rewards of the job and working for this company?
- How would you describe the responsibilities of the position?
- Is this a new position? If not, what did the previous employee go on to do?
- What are the top traits you would describe anyone would need to succeed in this role?

P.s. Check based on your career path and the role you are preparing to interview for and tailor the questions to match up. If you need help, please reach out to us and we will be more than glad to assist you.