

Phone Interview Preparation Guide

Date: _____

Person and company: _____

Properly preparing for a phone interview will increase your chances of moving to an in-person interview. Use this guide before any phone interview to be sure you have all the necessary information in front of you; it will increase your confidence and character.



	Completed:
Phone number to call	
E-mail address of individual	
Position	
Job description printed	
Resume printed	
References printed	
Company research guide printed	
Interviewer research guide printed	
Cell phone charged + land line available	