HOW TO PREPARE FOR A TELEPHONE INTERVIEW

1. The way an interviewer responds to your answers – some people – especially HR professionals have great "poker faces" and always act as if things are going excellent.
2. Always project a "positive" image. Don't talk negatively about past employers or position responsibilities. You can justify your decisions without "bashing" anyone.
3. Smile when responding – even if you have to force yourself or think it's silly – do it – it affects the tone and quality of your voice over the phone.
4. Fill out the worksheet on the next page, this will help to refresh your memory about your past accomplishments before you get asked the questions. The money questions – If you get asked about your current compensation – answer honestly and accurately – don't hedge. Make sure to include all the things that make up your compensation – Base, Bonus, Vacation, 401(k), Stock Options. **When they ask what you're looking for in an offer** – tell them you don't have a "hard" number in mind but that you certainly would expect to improve on your current compensation and leave it at that If you lock yourself into a number that is the number they will use for any offer or consideration when weighing candidates.
5. Lastly – and this is **VERY IMPORTANT** – as soon as you hang up the phone please shoot your TRC Staffing Services representative a quick email that answers the following questions so they are prepared for when the client calls back.

   Why do you feel you can do this job?

   Why do you feel you want this job?

   What about the company/position is attractive to you?

   What red flags came up as a result of your interview?

   What questions do you still want answered?

   Do you want to continue the interview process for this position?

INTERVIEW PREPARATION WORKSHEET

Reviewing Your Professional Achievements

Start with your most recent Employer – focus on the issues that will relate to this position.

COMPANY
List your accomplishments/achievements while working at this position:

POSITION
List the strategy, implementation, and development processes you used to bring about these results:

COMPANY
List your accomplishments/achievements while working at this position:

POSITION
List the strategy, implementation, and development processes you used to bring about these results:

COMPANY
List your accomplishments/achievements while working at this position:

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