

Phone Interview Checklist for Managers



PREPARING for Phone Interview

- Make an Appointment with the Candidate
- Be on Time
- Eliminate Distractions
- Prepare a General Outline of Questions and Topics
- Prepare to Promote Your Firm and the Position

CONDUCTING a Phone Interview

- Don't Call from Your cell Phone while Driving
- Use the Candidate's Name
- Make a Proper Introduction
- Don't Surprise the Candidate
- Don't Ask Too Many Technical Questions
- Take Notes
- Let the Candidate Know You'll be Taking Notes
- Be Especially Clear in What You Say

CONCLUDING a Phone Interview, and Next Steps

- Wrap up the Conversation
- Keep an Open Mind