

Phone Interview Checklist

Confirm the details, set up a quiet space, prepare your answers and plan your follow-up before the call.

Confirm the details

- Check the date, time and time zone, and add a reminder.
- Confirm who will call whom, and on which number.
- Note the interviewer's name and the role you're discussing.
- Reply to confirm the interview so they know you're set.

Prepare your answers

- Practise a clear, friendly opening for when you pick up.
- Be ready to walk through your background in a minute or two.
- Think about how you'd answer the salary question calmly.
- Plan to speak slowly and pause before answering.

Set up your space

- Pick a quiet spot with good reception and no interruptions.
- Charge your phone or keep it on the charger during the call.
- Have water, a pen and paper, and your notes within reach.
- Silence other devices and let anyone nearby know you'll be busy.

After the call

- Note the next steps and timeframe they mentioned.
- Send a short thank-you message if it feels appropriate.
- Jot down anything you'd do differently next time.
- Follow up politely if you don't hear back as expected.

Have these in front of you

- A copy of your CV and the job ad or position description.
- A short summary of why you're a good fit for the role.
- Two or three questions you'd like to ask them.
- Examples that show your relevant skills and experience.

Notes

Write it with these free JobCall tools

Phone Interview Question Generator — jobcall.com.au/tools/phone-interview-question-generator

Interview Confirmation Reply Generator — jobcall.com.au/tools/interview-confirmation-reply-generator

Interview Availability Reply Generator — jobcall.com.au/tools/interview-availability-reply-generator

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