



A Network of Information Technology Professionals

r2 Technologies, Inc.  
 5944 Luther Lane  
 Suite 400  
 Dallas, TX 75225  
 Phone: 214-382-3992  
[www.r2now.com](http://www.r2now.com)  
 twitter – r2now

## Checklist & Tips for Telephone Interview

We are excited that you have this opportunity to interview for this position. We want to do our best to prepare you for the interview. We perform a Telephone Preparation “Phone Prep” with you prior to each interview.

### Confirm Information with Candidate

<b>Candidate:</b>		<b>Company:</b>	
<b>Phone Number:</b>		<b>Job Title:</b>	
<b>Interview Date:</b>		<b>Interview Time:</b>	

### Interview Prep Checklist

	<p><b>“Homework:”</b> The Recruiter has sent you website and job description for you to review and to learn more about the company and its goals. Review the core products and services, new releases, etc. Make sure that you do research on the company. Know your background talents based upon the job description so that you are able to answer any questions.</p>
	<p><b>Communication is the Key.</b> The recruiter is <u>listening attentively</u> to how you respond to her questions. Take your time, be concise, and answer in complete sentences.</p>
	<p>Tell the candidate how the <b>client conducts an interview.</b> (Panel, one-on-one, testing, etc.)</p>
	<p>Tell candidate as much about the job as possible. (i.e. role, skills desired, full scope of project)</p>
	<p>Have a <b>copy of your resume</b> and a list of accomplishments from your career. Try to mention these highlights if the opportunity presents itself.</p>
	<p><b>Be positive and definitive</b> with your answers. (Answer in full sentences). Answer questions efficiently and effectively. Don’t answer with just a “yes” or “no,” but don’t ramble on either. Be attentive to the interviewer’s responses.</p>
	<p>It’s important to maintain a proper stance for your interview – Such as <b><u>always standing up</u></b>, smiling, and be prepared. This actually allows you to focus and concentrate solely on the conversation.</p>
	<p>If you are using a Cell phone for the interview, make sure it is <b>fully charged</b>. Make sure that you are <b>not driving</b> while talking during the interview. You need to remain in a quiet location with strong, clear cell connection.</p>
	<p><b>Timeline:</b> At times, the Recruiter is delayed in a meeting. Please be patient if s/he calls 5 – 10 minutes late. We apologize for this inconvenience.</p>
	<p><b>Remember to speak slowly, enunciate your words</b> (don’t mumble), and project your voice. Many times one can become nervous and speak quickly without even noticing it. Answer questions efficiently and effectively. Don’t answer with just a “yes” or “no,” but don’t ramble on either. Be attentive to the interviewer’s responses.</p>
	<p><b>Think in terms of accomplishments, responsibilities, and deliverables</b> when asked about past assignments. It’s best to have them measurable and tangible.</p>
	<p>Be prepared to answer these popular questions- <b>what are your strengths and weaknesses</b> and how can/have you been able to make your weaknesses stronger? If necessary, for a weakness, highlight something that you are proactively working on to enhance your skills in a specific area.</p>
	<p><b>Be interested and enthusiastic</b> by the tone of your voice. <b>Ask questions</b> about the goals and priorities of the position. -- This allows both you and the manager to have genuine discussion about whether you</p>

	will be able to accomplish the goals and priorities that the manager has set for this position.
	When speaking about your past experience; make sure you <b>discount your experience</b> . (i.e. “I haven’t used it in years.”). Don’t offer information about “what you don’t know”.
	When an Interviewer ask you to rate yourself 1-10 particular skill <b>NEVER rate yourself a 10</b> . Rating yourself a 10 leaves no margin for error.
	Sometimes the interviewer will ask you about <b>additional roles and responsibilities, not directly involved in your current job</b> . They are just looking to see if you are open to helping in other areas. For example, you can be interviewing for a Developer position, and the interviewer asking if you are open to “testing responsibilities”, or “version control management”. <b>The interviewer is looking to see if you are a “team player”</b> . We recommend that you respond positively to “helping out” in any/all means possible. They are also listening to your <b>“attitude”</b> on how you respond to these types of questions.
	Whatever you do, <b>DON’T - INTERRUPT or ARGUE</b> with the interviewer. The Manager will almost universally look upon this in a highly negative light. Allow the Manager to finish their Question fully, before you respond.
	<b>Do not communicate any negative/bad experiences</b> to questions about past employers, managers, coworkers, etc. (i.e. long commute, management style they don’t agree, long hours)
	If you don’t know the answer to a question, <b>don’t bluff</b> . Are you familiar with the <b>“Yes...and...”</b> or the <b>“No, but...”</b> technique. Use this technique to respond to technologies/skills you do not have experience with.
	<b>Don’t discuss money</b> , benefits, flextime, vacation time, or telecommuting- we will provide answers to these questions and concerns. If the Manager brings them up, try to minimize the depth of discussions.
	<b>Remember the name</b> of the person who interviews you. It’s OK to ask someone to repeat his or her name; just remember it.
	Do you have any questions before I transfer you to the Account Manager?
	After your interview: <b>Call Recruiter and give feedback</b> on interview immediately. This is very important so that the account manager has the interview information when they call the client manager for the next steps.

**Remember to be:**

**~~Confident**

**~~Enthusiastic**

**~~Friendly**

**~~Talkative**

**~~Ask Questions**

**GOOD LUCK!**