



How to Nail Your Next Interview

PHONE INTERVIEW BEST PRACTICES

The Mom Project is dedicated to helping you find professional success and happiness - on your terms. Your success is our success, and we are here to guide you through your career search. That's why we are excited to share this short guide to help you prepare for your next interview. Your dream job awaits!

FIND THE RIGHT LOCATION

- Whether you are taking the call from the comfort of your own home, a coffee shop, or a conference room, make sure there is minimal background noise and a strong WiFi connection so that the interviewer can hear you clearly.

REMOVE ALL DISTRACTIONS

- Once you have secured a good location for your call, make sure to put your phone's notifications on Silent Mode - after you have answered the interviewer's call, of course. This will cut back on distractions.

BE PREPARED

- Do your homework! Know who you are interviewing with and their role at the company. Check out their LinkedIn profile and prepare relevant questions about their responsibilities, the team, and so on.
- Make sure you have some background information on the company. Read through their "About Us" page and browse through recent news articles.
- Practice your pitch. Make sure that you have carefully read through the job description and can relate your past experiences to the role's responsibilities.
- Prepare questions and have them handy in case you need them - but don't read directly from the list! Need some inspiration? [Check out this list](#) of questions.

BE GENUINE AND POLITE

- If you do not know the answer to a question or do not understand it, it's okay to ask the interviewer to repeat the question or to simply say you don't know the answer - but remember to revert back to what you do know and reassure them that you are willing to learn.
- Stay positive! Do not talk negatively about a previous employer, colleague, or manager.
- Always let the interviewer finish their question before you answer; do not cut them off.

SMILE AND SHOW ENTHUSIASM

- You might not think it's a big deal since the interviewer can't see you, but they actually can hear when you are excited or happy, as well as bored or zoned out. Stay engaged and don't forget to smile; your interviewer will feel the positive energy on the other side.
- At the end of the interview, wrap up by thanking the interviewer for their time, voice your interest in the company and the position, and reinforce your excitement.

SAY THANKS

- Thank the interviewer for their time by writing a short email that expresses your interest in the role and add a quick line about something mentioned during the conversation. Keep it short but sweet (3 to 4 paragraphs is ideal) and send it to your contact at The Mom Project. We will pass it on to the Hiring Manager.
- Need inspiration? Check out these examples: [Example One](#), [Example Two](#), [Example Three](#)