

Making a successful application – Checklists

interviews & telephone interviews



Telephone interview

- Take the call in a quiet and comfortable space
- Have your CV and covering letter to hand
- Have a notepad and pencil ready
- Answer calls using both your first and last name

[Have your voicemail set up with a professional greeting](#)

Preparation

- Search for information about the company on the company's website, through other online outlets/in the press and on social media
- Commit the job description to memory
- Make notes about the most commonly asked questions in interviews
- Make a note of your personal strengths/weaknesses

Interview

- Save or print out directions to the interview site
- Make sure you have information on parking options
- Allow sufficient time to reach your destination
- Choose an appropriate outfit for the interview (depending on the position, business suit or smart casual)
- Print out your CV and the job description
- Bring any required original documents with you
- Have a notepad and pencil ready
- Find out the first and last name of your interviewer

[As a rule: better overdressed than underdressed](#)