

### **The Phone Interview Follow-Up Timeline<sup>1</sup>**

1. At the conclusion of the interview, remember to say thank you and to ask about the next step in the process.
2. Reflect on your interview performance using the rating scale shown on the next page. Remember: The progressive mindset of the 21<sup>st</sup> century looks at the process of growth as one of continual development and evolution. Your phone interviewing skills are part of this process.
3. Within 24 hours after the interview: Send an email to your interviewer, summarizing what you spoke about during the phone interview. In the subject line of this email, write your name and the position for which you were interviewing.
4. 24 to 48 hours after sending your email: Send your interviewer a handwritten thank-you note expressing gratitude for having taken the time to speak with you.
5. 24 to 48 hours after sending your handwritten thank-you note: Send your interviewer the interesting news article about the organization that you found during your research. This demonstrates not only your preparation but also your interest in the well-being of the organization.
6. 24 to 48 hours after sending your news article: Call to ask about the status of your phone interview.

The idea here is to keep your name in front of the interviewer for the next 5 to 10 days after the phone interview. This practice also demonstrates your professionalism, business orientation and ability to follow through on a task.

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<sup>1</sup> Bailo, P.J. (2011). The essential phone interview handbook. Career Press. Compton Plains, NJ.

### Analysis of Your Phone Interview

Use the following form to analyze your interview performance. Decide whether 1 will be the highest or the lowest rating (in the U.S., 1 is typically the lowest, 5 the highest; in Europe, the convention is the opposite). Make notes on what you need to improve.

Was I on time? 1 2 3 4 5

*Notes:*

How well prepared was I? 1 2 3 4 5

*Notes:*

How confident did I feel? 1 2 3 4 5

*Notes:*

How well did I listen to the interviewer? 1 2 3 4 5

*Notes:*

How well did I speak clearly and smoothly? 1 2 3 4 5

*Notes:*

How well did I communicate enthusiasm and energy? 1 2 3 4 5

*Notes:*

How well did I respond to questions without rambling? 1 2 3 4 5

*Notes:*

How well did I keep my answers specific, brief and to the point? 1 2 3 4 5

*Notes:*

How effectively did I manage the conversation? 1 2 3 4 5

*Notes:*

How effective was I in asking questions? 1 2 3 4 5

*Notes:*