



# That Pre-Interview Screening Call

## Above all- BE PREPARED

- Have a stack of job descriptions near by
- Or keep a list of jobs you have applied for close by
- Keep your answers brief and as basic as possible
- If you are drawing a blank say: “I am sorry I cannot talk right now as I am headed into a meeting, please give me your phone number and I will call you back ASAP”
- Then take an hour to:
  - find the job description, familiarize yourself with it, maybe check out their website, look at your resume, find ways in which you are a good match for the job, then call back with confidence
- If you really do not have the experience they are looking for you might say “I am very interested in that work and I am a quick study”

Written by Rebecca Daniel-Burke for the American Counseling Association