



THE

# 411

## ON PHONE

# Interviews

**Are you prepared? Before your call, run through the following preinterview checklist.**

- ✓ Have you researched the practice?
  - Website
  - Online reviews
  - Individual doctors
- ✓ Do you know the name and position of the person conducting the interview?
- ✓ Have you familiarized yourself with the demographics and location of the practice?
- ✓ Have you organized your thoughts and come up with a list of questions?
- ✓ Do you have your resume and cover letter in front of you?
- ✓ Have you done a sound check and mock interview?
- ✓ Have you made yourself ready as if it were an in-person interview—showered and dressed?
- ✓ Is your phone fully charged?
- ✓ Have you prepared a quiet place where you will not be disturbed?
- ✓ Do you have a glass of water handy? **REMINDER:** a small glass of water is fine, but no other food, drink, gum, etc!

Download this checklist at [myEVT.com/handouts](http://myEVT.com/handouts)