

Before the call

Phone or video interview · one page to tick off the day before

The day before

- ☐ Resume and job posting in front of me, read once more
- ☐ Four keywords from my background, written below
- ☐ My 90-second introduction, said out loud
- ☐ Start date, location, salary range: three answers ready
- ☐ Two questions to ask, one about next steps
- ☐ Quiet spot chosen, plan B if the signal drops
- ☐ Professional voicemail greeting set

Ten minutes before

- ☐ Phone charged, notifications off, headphones plugged in
- ☐ Video: link, microphone, camera and front light tested
- ☐ A glass of water, a pen, the recruiter's number
- ☐ Look at the lens, not at my own image (video)

End of the call

- ☐ Thanks, then "what are the next steps?"
- ☐ The timeline for an answer noted down
- ☐ A thank-you email sent the same day

If the call catches me at a bad time

Driving or on the street

"Hi, thanks for calling. I'm driving right now. May I call you back in thirty minutes?"

At work or in public

"This isn't a good moment to talk properly. Could you suggest a time within the hour?"

I'm not ready

"I'd rather give you my full attention. Can I call you back at 2 p.m.?"

If the connection drops (video)

Rejoin with the same link. No luck after 2 minutes: send a text, then offer to finish by phone.

My four keywords

My two questions
