

Phone Interview Prep

Checklist for your first conversation with the hiring manager or team

Working with KOB Solutions is free for candidates. We are paid by the hiring company. Kerry is here to help you prepare at every step.

BEFORE THE CALL

☐	Review the job description	Note responsibilities and qualifications and be open to roles beyond the description. The hiring manager may have other opportunities in mind for you.
☐	Research the company	Study therapeutic areas, technology platforms, pipeline, and recent news.
☐	Research the interviewer	LinkedIn, PubMed, Google Scholar. Know their background and recent work.
☐	Prepare your “Ideal role” story	Be ready to describe your perfect next step.
☐	Write down your questions	Prepare 3-5 thoughtful questions about the role, team, and company direction.
☐	Confirm call details	Time, dial-in number or link, interviewer name and title.
☐	Set up your space	Quiet location, good signal, phone charged. Have water nearby.
☐	Have your resume open	Keep it in front of you to reference dates, titles, and accomplishments.

DURING THE CALL

☐	Listen actively	Note specific role details, emphasis areas, and any unstated needs. They tell you what matters most.
☐	Connect your experience	Match your examples to what the interviewer is describing in real time.
☐	Show flexibility	Demonstrate interest in various aspects of the role, not just the posted description.
☐	Ask your questions	Role evolution, team growth, cross-functional opportunities, current challenges.
☐	Take brief notes	Jot down names, priorities, and follow-up items.
☐	Watch your pace	Speak clearly, pause after answers, don't rush. Silence is okay.

AFTER THE CALL

☐	Debrief with Kerry	Reach out right after and share how it went, any concerns and your interest level.
☐	Send a thank-you email	Within 24 hours. Reference a specific topic from the conversation. Reiterate your enthusiasm.
☐	Note any follow-up items	Did they mention something you should look up or send? Do it promptly.
☐	Stay open to adjustments	Roles sometimes evolve. Maintain enthusiasm even if the scope isn't exactly what was posted.

SAMPLE QUESTIONS TO ASK THE INTERVIEWER

- What are the biggest challenges the team is working through right now?
- How do you see this role evolving over the next 12-18 months?
- What does success look like in the first 90 days?
- How does this team collaborate with other departments?
- What's the team culture like? How does the group work together?

Ready to explore opportunities? Schedule a 10 min call with Kerry!

<https://calendly.com/kerryboehner/discussion>