

# We Change Lives

EMPLOYEES | CUSTOMERS | COMMUNITY

## Phone Screen Tip Sheet

### Candidate

- **Research** — Research Federated and review the job ad before interviewing. Come prepared with questions to ask.
- **Prepare** — Have your resume and any other submitted documents on hand to discuss with the interviewer.
- **Practice** — The phone screen interview is a combination of questions based on your resume and behavioral interview questions. Think about specific examples and practice explaining them clearly, including the situation, the actions you took, and the outcome.
- **No Distractions** — Find a quiet place and eliminate distractions. Make sure your phone is fully charged.
- **Communication** — Remember, the interviewer can't see you. Speak loudly, clearly, and concisely while showing your enthusiasm for the position.

We hope you found these tips useful. Best of luck on your employment journey!



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