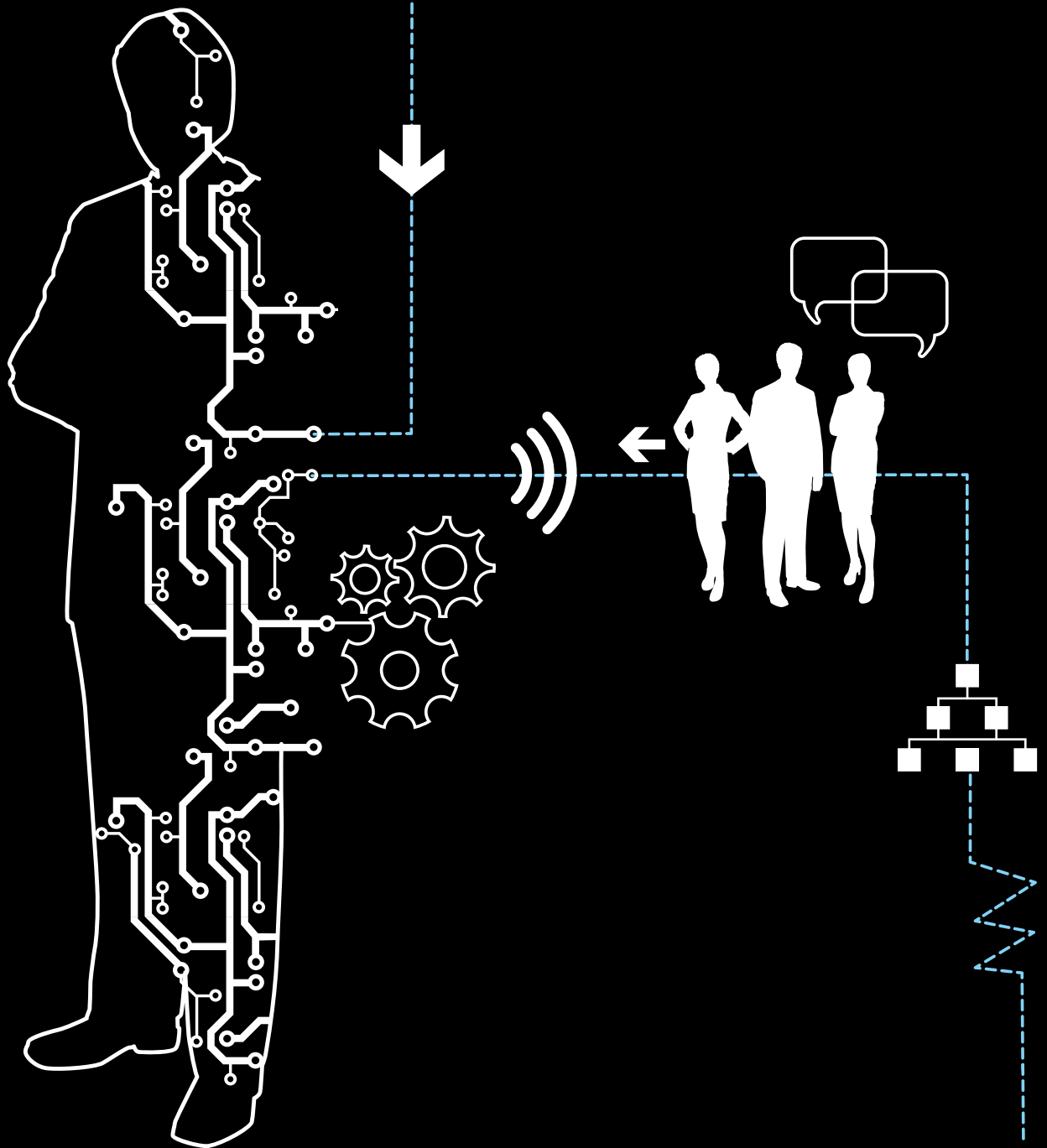


# INTERVIEW SUCCESS

## A MODIS PHONE INTERVIEW GUIDE



WELCOME TO

INTERVIEW SUCCESS  
A MODIS PHONE  
INTERVIEW GUIDE

# THE MODIS PHONE

## INTERVIEW GUIDELINES

1. Remember, a phone interview is not that much different from a face to face interview. It is equally important to be prepared for it.
2. Prepare everything you will need for your interview.
  - CV
  - Job description
  - List of projects you are proud of
  - List of your top skills/achievements
  - Pen, notepad
  - Your agenda, so it's easier to check your availabilities for a face to face interview
3. Make sure you are in a quiet room and nobody will interrupt you.
4. Cell phone reception can sometimes cause some problems during a call so make sure there is an alternative landline that you can use.
5. During the interview do not smoke, eat or chew gum.
6. Make sure you have a glass of water at hand.
7. Try not to speak too fast and pay attention or concentrate or being clear.
8. Don't be afraid to ask for some time if you want to think about an answer. It is perfectly fine to do so.
9. Don't ramble on - give to-the-point answers and use examples to illustrate your best skills and achievements.
10. Be positive and smile - let your interviewer hear that you are an energetic person.
11. Before the interview write down the questions you would like to ask the interviewer.
12. After the interview you can send a follow up "Thank you" message through your Modis contact person to thank your interviewer and reiterate your interest in the job.

CONTACT

INFORMATION

**Modis**

Noordkustlaan 16B

1702 Groot-Bijgaarden

T: +32 (0)2 482 82 83

M: info@modisbelgium.be

@Modis\_Belgium

[www.facebook.com/ModisBelgium](http://www.facebook.com/ModisBelgium)

