

Ending the Call

Ask your prepared questions

These are questions that show you've done your research, have been listening throughout the interview and are interested in the role.

Emphasise your key skills

As the interview draws to a close, take every opportunity (without overdoing it) to remind the interviewer of what you have to offer to this role (your USP)

Show your enthusiasm for the role

Use phrases that underline your passion for the role, leave the interviewer in no doubt that you want this job – 'That sounds perfect to me'; 'That is my favourite part of my current role'; 'I'm really excited about where this could go.'

Ask about the next steps in the process

One way to look keen but not over keen is to ask what happens next in the process. This will underline your interest, show you're proactive and give you vital information.

Ask if the interviewer would like any more information about you

This is polite but also gives you a chance to showcase your skills, particularly if you feel you've missed out something vital in the course of the interview.

Sign off politely

Thank everyone for their time and for the opportunity to be interviewed. Close by saying you look forward to hearing from the company about this great role. Be positive.

Take your lead for when to exit the call from the interviewer. Don't be the last to leave.

