

Telephone Interview Tips

More and more companies are turning to telephone interviews as their ideal way of screening candidates so how can you make sure you succeed when you finally get the call? Phone interviews can be every bit as thorough as they would be face to face so preparation is key!

Research

This could be your only chance at securing your ideal job so treat it as you would a face-to-face interview and put in the preparation time. Know the company, role and your CV inside out, have relevant examples to back up your experience and some good questions to ask at the end.

Listen

Make sure you listen to the questions in full, understand all elements of them and above all don't interrupt the interviewer before they have finished. If you are unclear, always ask for clarification so you are answering the right question.

Quiet Location

The last thing you want when you're on the call is distractions. With a phone interview you need to be able to concentrate 100% so make sure you take the call in a quiet area.

Note Paper and Pen

Have a note paper and pen to hand so that you can jot down any important details or questions you have as you go along.

Landline

If you have a land-line, use it. Running around trying to get good reception is distracting. If you have to use a mobile, make sure it is fully charged and call waiting is turned off.

Water

There is nothing worse than being on a call and your mouth dries up or you suddenly get a tickle in your throat. Have some water close-by to avoid any mishaps.

Body language

Yes I know it sounds strange but it works! Smile and think positive, you'll sound a lot more upbeat, confident and assertive. Stand up if possible, your voice will project better than if you're sitting. The interviewer can only focus on the sound of your voice so make sure you speak clearly.

Express your interest

At the end of the call don't be afraid to let the interviewer know that it is a role you are really interested in and would welcome the opportunity to meet them face-to-face. Employers want to see candidates who are passionate about the role and want to work for their organisation so don't be afraid to tell them you're that person.

Good Luck!