

Telephone Interviews

- Telephone interviews are shorter than a face to face interview
- Choose somewhere quiet so you are not interrupted easily

TIP –Don't talk too quickly.

Take time to prepare notes on:

- What your strengths and skills are and how you could use these in the job position
- The company, e.g. what they do, how large they are, etc.
- Any questions you would like to ask them - make a list.

Answering questions:

- Be clear succinct – think about your answers and let the interviewer know you need some time to answer. It is better to say "I am just thinking about that," rather than leaving a long pause of silence.
- Once you have answered a question, you could check if the interviewer would like further detail e.g. "Would you like me to explain? Can I go into more depth?"
- This will ensure the interviewer is getting the right information from you for the job role at this stage; it may lead to another interview.

TIP – Don't read from a script or long detailed notes; trying to read something whilst on the phone may make you sound distant and you may miss something whilst not concentrating.

Employers often have common questions to ask about your personality or character e.g.

- **Summarise yourself in one word.**
- **What is your greatest achievement to date?**
- **What qualities do you think will be required for this job?**

The phone call

- Be ready and waiting when the phone rings.
- Introduce yourself with a good morning / afternoon.
- Standing up may help project your voice and enthusiasm over the phone
- Thank the interviewer before hanging up.

After the phone call

Hopefully, this will lead either to another interview but you may have been unsuccessful in getting the job.

If unsuccessful: Phoning for feedback is always worthwhile – make notes of their feedback as it maybe useful for your next interview. Self improvement and learning from mistakes is not a bad thing. Taking the initiative also may work in your favour leading to another role or being remembered if another position comes up that may be more suitable.

Just be yourself, prepare well and be confident!