

# Telephone Interview Advice

Telephone interviews are becoming more and more common for a first stage interview and therefore vital that you are prepared.



You need to be prepared and well presented to help ensure you are in a professional mindset - this will affect how you come across over the phone.

**"SMILE WHILE YOU DIAL"**

This is your first impression with a potential employer, make sure you perform well in order to get yourself in front of the employer for a face to face interview

## Points to consider prior to telephone interview:

Ensure you are in a quiet location and will not be interrupted

Have a copy of your CV and the job specification in front of you

Research the company to have a good understanding of the role

Check your phone is charged and in service

Pace yourself, don't talk too quickly

Listen carefully to any questions asked

Think about your response to questions asked

Sound positive and upbeat, show an interest

## Key strengths the employer will be looking for:

Confidence

Excellent telephone manner

What you know about the company and the role

Articulate manner

*Lucy Walker*  
RECRUITMENT