

TELEPHONE INTERVIEW ADVICE



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.

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

8 USEFUL POINTS TO CONSIDER PRIOR TO A 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 INTERVIEWERS WILL BE LOOKING FOR...

- Confidence
- Excellent telephone manner
- What you know about the company and the role
- Articulate manner

