

TELEPHONE INTERVIEWS

Be Prepared to be Interviewed!

Prepare for a phone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. In addition, plan on being prepared for answering questions about your background and skills.

- Keep your CV in clear view.
- Have a short list of your accomplishments available to review
- Paper and pen for note taking
- Clear the room and ensure you have a quiet environment
- Unless you're sure your mobile phone service is going to be perfect, consider using a landline rather than a mobile



During the Phone Interview

- Don't smoke, chew gum, eat, or drink.
- Do keep a glass of water at hand.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate clearly.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to
- Listen to the question
- Don't interrupt the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Give short answers.
- Remember your goal is to set up a face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person.



After the Interview

- Take notes about what you were asked and how you answered.
- Remember to say "thank you." Follow with a thank you note which reiterates your interest in the job.

Phone Interview Questions About Your Background

- Name of your company, job title and job description, dates of employment.



- What were your starting and final levels of salary?
- What were your responsibilities?
- What major challenges and problems did you face? How did you handle them?
- Why are you leaving your job?
- What are your salary expectations?

Phone Interview Questions About the New Job and the Company

- What interests you about this job?
- Why do you want this job?
- What applicable attributes / experience do you have?
- Are you overqualified for this job?
- What can you do for this company?
- What do you know about this company?
- Why do you want to work here?
- What challenges are you looking for in a position?
- What can you contribute to this company?
- Are you willing to travel?
- Is there anything I haven't told you about the job or company that you would like to know?

Phone Interview Questions About You

- What are you looking for in your next job? What is important to you?
- What is your greatest weakness?
- What is your greatest strength?
- Describe a typical work week.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- What motivates you?
- Tell me about yourself.
- Questions about your career goals.
- What type of work environment do you prefer?
- How do you evaluate success?
- Job interview questions about your abilities?
- More job interview questions about you?

Phone Interview Questions to Ask

- When you are invited for a phone interview, in addition to reviewing the typical phone interview questions you'll be asked, it's important to have a list of questions ready to ask the interviewer.



Should you need any further guidance then please contact Louise Hewett or follow me on twitter [@whitehallrec](https://twitter.com/whitehallrec).