

Telephone Interview



Phone interview

TELEPHONE INTERVIEWS :

Telephone Interviews are very popular in modern fast work culture.

Telephone interviews are often conducted by employers in the initial interview round of the hiring process, this type of interview allows an employer to screen candidates on the candidates experience, qualifications, and salary expectations pertaining to the position and the company.

The telephone interview saves the employers' time and eliminates candidates that are unlikely to meet the company's expectations.

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TELEPHONE INTERVIEW DO'S AND DON'TS

- A Create a checklist:** Have a copy of your resume in clear view, so you don't have to remember what you did when.
- B Research the job and the company:** Take some time to research the job and the company.
- C Prepare for phone interview questions:** Review answers to typical phone interview questions and think about how you're going to respond.
- D Use a land line:** Unless your cell phone service is 100% all the time, use a land line instead of a cell phone. That way you won't have to worry about dropped calls and getting disconnected.
- E Turn off call waiting:** If you have call waiting turn it off. The beep of an incoming call is distracting and can make you lose your focus.

