

Phone Interview

This kind of interview is often the first contact with an employer. A phone interview is also used when candidates reside in other countries. The most important thing to remember in phone interviewing is that you are working towards a face to face discussion. Phone interviewing techniques.

- Show enthusiasm. Remember that you do not have the advantage of interview body language.
- Hold the receiver well. The mouthpiece should be 5 cm from your lips. Speak normally or a notch slower.
- Make sure there is no background music.
- Switch your mobile phone off.
- Switch your computer speaker off.
- Switch the front bell off (if you can).
- Lock your pets away.
- Avoid being too cheerful or overly concern.
- Make a list of things to say and of your strengths and keep them handy.
- Practice a phone interview with a friend.
- Always be positive even if this job change has not been your choice.
- Do not smoke, chew gum or drink tea during the interview.
- Avoid salary discussions in a phone interview.
- Ask when it is convenient to meet for a face to face interview.