

Phone Interview updated on Jan 2025

Phone Interview Tips

Now a days, employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews.

While you are actively job searching, it is important to be prepared for a phone interview on a moment's notice. You never know when a recruiter call and ask if you have a few minutes to talk.

When there is a call for you from company then you need to clear your head and shift your focus from family to your career. When you pick up the phone, ask the recruiter to repeat his or her name. Verify the spelling and write it down. Use the recruiter's name in your response. You are now ready to make a good impression during your first five minutes.

There are three basic types of telephone interviews:

1. You initiate a call to the Hiring Manager and he or she is interested in your background. The call from that point forward is an interview.
2. A company calls you based upon a previous contact. You will likely be unprepared for the call, but it is still an interview.
3. You have a pre-set time with a company representative to speak further on the phone.

Here are some phone interview tips to help you:

1. Be Prepared

For preparing the phone interview, there are several things you can do. To prepare for the phone interview you can consider the following points:

- You can keep all of your employer research materials within easy reach of the phone.
- You can tape your resume to a wall near the phone. It will help a lot during the call and will be a constant reminder for your job search.
- Have a notepad handy to take notes.

If the phone interview will occur at a set time, Following are some additional points you have to consider:

- Turn off call waiting on your phone.
- Place a "Do Not Disturb" note on your door.
- Warm up your voice while waiting for the call.
- Have a glass of water handy, so that you will not have a chance to take a break during the call.
- Turn off your stereo, TV, and any other potential distraction.

2. Do not be afraid to pick up the phone

The first step in the hiring process is the telephone interview. It may happen that when you pick up the phone, the call may be from any company. Then that time ask the recruiter to repeat his or her name. Verify the spelling and write it down. Use the recruiter's name in your response.

If there is really any problem for you to talk, then ask for a telephone number and a convenient time to call back. You are now ready to make a good impression during your first five minutes.

The phone interview tips will help you master the phone interview and get you to the next step - the face-to-face interview. So do not afraid to pick the phone.

3. Be a good listener

During telephonic interview, you must keep in mind that you must be a good listener. Avoid interrupting and let the recruiter complete his thought or question before you respond. Ask for clarification. Use open-ended questions. The more information you can gather, the better you can respond. We must know the fact that good listener is the best quality.

4. During phone interview

Here are some points for successful phone interviewing. Follow these simple rules and you should achieve success in this important phase of job-hunting.

Here are some do's for phone Interviews:

- Smile always helps you in every situation. Smiling will project a positive image to the listener and will change the tone of your voice.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Do know what job you are interviewing for.
- Speak slowly and enunciate clearly.
- Take your time, it is perfectly acceptable to take a moment to collect your thoughts.
- 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.
- Do give accurate and detailed contact information in your cover letter so your interviewers can easily connect with you.
- Household members must understand the importance of phone messages in your job search.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- When being interviewed by phone, do make sure you are in a place where you can read notes, take notes, and concentrate.
- If you cannot devote enough time to a phone interview, do suggest a specific alternate time to the recruiter.
- Give short answers.
- Do ensure that you can hear and are being clearly heard.
- Do create a strong finish to your phone interview with thoughtful questions.

Following is some Don'ts for phone Interviews:

-Do not smoke, chew gum, eat, or drink.

-Do not interrupt the interviewer.

-Do not cough. If you cannot avoid these behaviours, say, "excuse me."

-Do not feel you have to fill in the silences. If you have completed a response, but the interviewer has not asked his or her next question, do not start anything new; ask a question of your own related to your last response.

5. The Open and Available Technique

You have a major advantage in a phone interview which does not exist in a face-to-face interview. You cannot be seen. Use this to your advantage.

Have all of your materials on yourself and the employer open and available on your desk as you are speaking on the phone. This includes not only your resume, but also a "cheat sheet" of compelling story subjects, which you would like to introduce. It can also include a "cheat sheet" about the employer, including specific critical points describing the employer and their products.

As anyone may be interviewer is speaking with you on the other end of the phone, he/she has no idea that you are actually being prompted from a document as you are speaking. All that person can hear is a well-informed, well-prepared interviewee. Keep in mind that this preparation is not "cheating" at all. It is preparation, pure and simple.

So have your materials open and available when you are preparing for a phone interview. They are there to support you and enhance your value to the employer, who will greatly respect your ability to answer questions with focus and meaningful content.

6. Focus on what you offer and can do

The phone interview is surprise for us, so we must prepared for the telephonic interview. The recruiter's mission is to screen candidates and recommend those who will best meet the employer's needs.

When describing your background, avoid the negative points. You will only get one chance to make a positive first impression. Stay focused by reviewing and use the key points you wrote down about your strengths.

7. Sound positive, self-confident and focused

The recruiter has called you indicates that your resume or a member of your network has given him or her a favourable impression of you. You need to confirm this impression. Put a smile on your face and into your voice.

You need to demonstrate your enthusiasm and interest through your voice and telephone manner. Check your voice by taping your voice. Listen it very carefully and make the necessary changes.

8. Write out your responses and practice reading them aloud

This will help you to remember the response. By knowing what to say, you will seem more confident and all qualities that recruiters seek in candidates. Most candidates usually are asked about their salary expectations

during screening interviews. Recruiters and employers usually have a salary range in mind, and while often unwilling to share it at this stage, they expect you to answer.

Your objective at this point is to win acceptance and be recommended for further consideration. Accordingly, you may want to avoid providing a direct answer to this question. These issues could include non-cash benefits and compensation, scope of responsibilities, work environment, job location, career advancement and others.

9. Ask about the next step

At the end of the interview, tell the recruiter you are interested. Ask about the next step in the interview process as well as the hiring timetable. If you do not receive a positive response and you are sincerely interested, ask the recruiter if he or she has any areas of concern.

If there is a misunderstanding about you or the recruiter does not seem certain that you are suitable, try to clarify the problem, then ask again about the next step and timetable.

10. After the Interview

After the phone interview. Following are some points which we have to consider after the phone interview:

- Take notes about how you answered and what you were asked.
- Remember to say "thank you." at the end of conversation.