



Telephone Interview Preparation

Approximately 80% of initial screening interviews by companies are conducted via the phone. Approximately 95% by recruiters.

Many candidates attach less importance to phone interviews than to personal meetings. Thus, instead of doing necessary research and preparing themselves thoroughly, they make the mistake of “winging” it. By assuming they don’t need to sell themselves until their final meetings, many candidates ruin their chances of ever reaching that stage.

Don’t underestimate the importance of phone interviews. Regardless of whether you are having a screening or an in-depth conversation, know how to sell yourself. Start by rehearsing your conversations in advance, and then learn to demonstrate the responsiveness and energy that company representatives and recruiters are seeking.

There are a few types of phone interviews.

The purpose of **screening interviews** is to determine whether you meet the basic requirements for the job and should interview with the company further. Human resources professionals who conduct screening interviews aren’t likely to be familiar with your field, therefore, you should emphasize aspects of your background that would be important to a hiring manager. Describe your particular skills in a language that the screener can convey to the decision maker, who most probably will be in your field.

A **recruiter initiated interview** is after the recruiter has screened you he or she will arrange a phone interview between you and the hiring official. In this case you are expected to sell yourself, so that you will be invited for a face-to-face interview.

There are also **in-depth interviews**, which usually occur after or instead of a screening interview, and can last much longer, most often conducted by a hiring authority.

There are many questions you should be prepared to answer, most will deal you’re your industry, specific job, and skill set. Our “Interview Preparation” will walk you through examples of questions and scenarios.

Remember, a phone interview should be more like a conversation than an interrogation.

Remember, if a company wasn’t already interested in you, they wouldn’t be calling. By rehearsing for each telephone interview, then showing responsiveness and energy while talking, you’ll turn the conversations into opportunities

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Not to forget...here are a few more quick tips to a successful phone interview:

1. Do your company research. Make sure you know everything you can about the company you are interviewing with.
2. Sit up straight or stand. It is important to project your voice. If you have a mirror handy keep it in the area, you can keep an eye on your body language, which can affect your voice. Show by your tone and inflections that you are interested in the company, available job and like in general. While interviewers can't see your smiling face, they can easily sense enthusiasm!
3. Rid yourself of all distractions. Including call waiting, cell phones, and pagers.
4. Have a copy of your resume in front of you, with a pen and a notepad.
5. Have a glass of water within reach.