

How to Ace a Phone Interview



Although less formal than a face to face interview telephone interviews are often the first time you will have significant contact with your potential employee so they still need to be taken seriously. They present specific challenges as you have to communicate without visual input but with some careful pre-planning you should be able to tackle anything a phone interview throws at you.

Beforehand:

- Try not to arrange it in a lunch break or while you are looking after a child, give it the time and respect it deserves.
- Make sure you know the company, any clients or stakeholders they deal with and the industries they operate in.
- Study the job description in detail and think of specific examples of what makes you suitable for this job.
- Utilise the company website in order to give you an overview and check their social media pages for company news and updates.
- Jot down some of your key skills and weakness. Think about how you would answer questions for each.
- If you're nervous or have never had a phone interview before arrange a practice run through with your recruitment consultant.

The interview itself:

- Take the call in a quiet place with no noise and disturbances and be sure to have full battery and reception.
- Make sure you have the notes you made during your preparation to hand.
- Have your CV or a copy of your completed application form.
- Think about the questions you are being asked before answering ensuring that you answer clearly in order for everything to be understood – when people are nervous they start to talk fast so take a deep breath and think about your answer before replying.
- Do not interrupt the interviewer, wait for them to finish before responding.
- Have a pen and paper handy for note taking.
- Remember your goal is to set up a face-to-face interview. So check your availability beforehand and ask the interviewer for possible interview date.
- Finish the call by thanking the interviewer for their time and, if they haven't already told you, ask what the next steps of the process are.

Follow up:

- Send an email or a LinkedIn message, if you are connected to the interviewer, thanking them for their time again and reiterating how keen you are on the job and the company. Try and keep it specific to the conversation you had and avoid a generic message.

If you have any questions about a phone interview or to arrange a practice run through get in touch with your consultant.

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