

# spencerharrington

## Telephone Interviews

Your job in sales/recruitment will demand an exceptional phone manner so many employers will want to hear how you negotiate a telephone interview to test these skills.

They may appear daunting as you've no body language to respond to but if you can really prove yourself at this stage you'll gain some real brownie-points.

### Be Prepared to Interview

You should prepare for a phone interview just as you would for a regular interview. Research the company well, compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions.

- Make sure you have chosen a quiet place to have the interview, you don't want distractions or your mum offering you a cup of tea half way through.
- Keep your CV in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your disposal when you need to answer questions.
- Use a confident and clear voice, alternate your tone and pitch to keep the interviewer interested in what you're saying
- Don't waffle, be clear and concise. Answer the question rather than telling them your life story
- Have a pen and paper handy for note taking.
- Always favour using a landline rather than your mobile to avoid a dropped call or poor signal.
- Know your availability. If you're successful sometimes the interviewer will want to book a face-to-face interview and having to admit you don't know when you're free that week wont display your organisational skills to the max.