

Phone Interview Hints and Tips

1. Find a quiet location to ensure you won't be disturbed
2. Have your CV and the position details in front of you to refer to
3. Have a bottle/glass of water to hand, in case nerves give you a dry throat
4. Test with someone you trust whether holding the phone, headset or headphones give the clearest audio for your location and device
5. Speak slowly and clearly
6. React verbally. You may find yourself naturally smiling or nodding with enthusiasm. Try and say things like 'sounds exciting', 'I agree' or 'that's interesting' instead
7. Ask questions. It's important to try and set a two-way, conversational tone rather than just answering interviewer questions. Though do not interrupt them!
8. Turn off call waiting so you don't get distracted during the call
9. Take notes. There will be things brought up in the telephone interview which will be worth noting should you get through to the next stage
10. Relax! The skills, background and personality from your CV have got you this far. Be yourself



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Skype Interview Hints and Tips

1. Ensure your Skype user ID is professional
2. Dress as if you were going for a face to face interview
3. Ensure you are in a quiet room, where you will not be disturbed
4. Check the camera angle works (make a note of the position you had the device in)
5. Ensure you can be seen clearly and the lighting isn't too bright or dark
6. Make sure the background looks professional (i.e. your study or a plain background)
7. Test run all the above with a friend
8. Highlight any tech problems as soon as they happen, it's better to have a tech problem than it is to only hear half a question and answer incorrectly
9. Use a headset, it will prevent background noise being picked up by your PC and help you focus on the interviewer
10. Turn off other applications on your device to avoid distracting notifications



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In Person Interview Hints and Tips

1. Say yes to that glass of water. You can use it as a tool to take a moment and help calm nerves, or sooth a dry throat
2. Have plenty of questions ready to show you are interested in the role and company
3. Dress to match the company culture, ask your recruiter for advice
4. Arrive 15 minutes early, minimum. Check traffic
5. Always be honest about your strengths and what areas of the role you would need to develop into
6. Make sure to listen fully first and then answer. Try not to let your nerves rush you to an answer
7. Preparation is key! Research the company and review the job description
8. Go over your CV again. The interviewer will be using this as their point of reference for the discussion
9. Write down 10 key reasons why you would employ you for this role in their position. It's hard to sell yourself and it will help you focus on your positive attributes
10. Relax and be yourself. Take deep breaths. Call your Recruiter or a trusted advisor prior to walking into the company to help you focus on your strength areas



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