

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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