



The job's  
yours!

A Guide to Interview  
Tips and Techniques

# Telephone Interviews

Many employers will use telephone interviews as a cost effective way of sourcing the best candidates to have a face to face interview.

## Preparation

A telephone interview needs just as much preparation as a face to face interview. You still need to present your strengths and demonstrate why you are the best candidate for the job. Ensure you research the position and the company, as you would for any other interview.

## Execution

- With a telephone interview you can have as many notes around you as you like.
- Do not feel pressure to rush through answers to avoid any silent gaps as even if it might feel awkward.
- Make sure you give yourself enough time to think of your answer.
- Try and keep your answers concise and short, it's easy to waffle on and on but if they want more details they will ask.




A telephone interview needs just as much preparation.

## Telephone Interview Techniques

- Plan and research as you would for a face to face interview
- Have your CV and notes in front of you
- Find a quiet area away from any off putting background noise
- If using a mobile phone make sure you're in an area with good signal
- Do not be afraid to ask for some time to compose your answers
- Prepare some questions for them at the end of the interview
- Do not interrupt the interviewer
- Keep a glass of water nearby
- Do not eat or chew gum during the interview
- Stay confident and professional
- Make sure you sound enthusiastic, the sort of person they want on the team.
- Listen carefully and if you don't fully understand the question, ask for clarification.
- Smile when you talk on the telephone. You will be more relaxed and sound more confident and assertive

## Example Questions

- Why are you applying for this position?
- What makes you right for the job over everyone else?
- Tell me about your current role and your day to day responsibilities.
- What skills do you possess that you feel will help in this particular role?
- What do you understand about our company?
- Please describe a situation where you've had to manage a group of colleagues.
- Tell me how your friends would describe you in 3 words.
- Where do you see yourself, career wise, in 5 years?
- What do you like to do in your spare time?
- Do you have any questions for me?



Take your time to answer each question, and don't feel pressure to rush to fill silent gaps.