



Telephone interview tips

For many candidates, a phone interview can be one of the most daunting and nerve-wracking parts of the application process. Knowing how to make a good impression, especially when you can't see the person you're trying to impress, can be a real challenge. Here are some top tips for you to help you handle your telephone interview with confidence.





- Try a dry run. There are so many ways to record yourself these days that it's an easy way to check how you sound to others. Do you sound confident and well-informed? Can you explain yourself clearly and succinctly? Ask a family member, friend or colleague to run through some questions and play your answers back.
- Smile as you dial (really, this works!). A smiling voice sounds positive and upbeat, coupled with great energetic body language will ensure that you come across positively over the phone. **Forbes has some further information** on this.
- Be in the right place. Find a quiet spot somewhere, maybe at the kitchen table or office desk to conduct your interview – you will be amazed how much better you perform when sitting up rather than slumped on the sofa or lying down in bed.
- Try to ensure that pets and children are not in the same space for the interview– they can be distracting and, to give yourself the best chance, you need to be focused on the task at hand.
- If at all possible, try to use a landline and not a mobile phone when being interviewed. Mobiles – as great as they are - can lose signal or play your text alert jingle when you're in mid-flow. Nothing like a blast of your favourite pop song to break your concentration. If you don't have access to a landline, do make sure alerts are off and try to use a headset which will be better for a long conversation.
- Remember to breathe and try to keep your speaking pace steady. We'll try to make the discussion as relaxed as possible, but still - most people are nervous when they are being interviewed – and this can come across as a machine gun rattle.
- Give the interviewer a chance too! On a telephone interview, there's a tendency to speak-over and interrupt. It's probably nerves – so bear this in mind, and keep calm.
- Drop us a line. A quick thank you note to your interviewer goes a long way to show engagement and courtesy (like a handshake at the end of a face to face interview). It's a quick thing to do and it really does show a positive attitude (and that you have more than likely read these tips, which is indicative of a pro-active and keen candidate).

