



CLARK

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Telephone Interview Tips

Answer the call bright and cheerful. Say hello and thank the caller for ringing. Talk to the interviewer, don't sit and just answer yes or know to questions asked.

If taking the call from home, ensure the location is private and quiet for the duration of the call. Children running around or a baby crying in the background won't provide an air of professionalism.

Choose a location so you will be facing a wall or similar blank location. Facing a window may/will distract you and break your concentration.

Have your C.V. spread out in front of you and not stapled. Also have other relevant documentation such as the job specification and or other notes you may have prepared and laid out in front of you. Keep a pen and notepad beside you for notes.

Have information you may be asked about prepared such as referees and your diary in the event of being asked to attend a face to face interview.

Have a glass of water to hand in case you dry up.

If you are on Skype all the above applies except;
Check the view the caller will see behind you. The view behind you should be neutral or just blank. Avoid distractions for the caller.

Ensure your C.V. and notes are pinned immediately above the screen of your laptop or PC. The caller won't notice you eye movement when you quickly glance at notes just inches above the screen. You should not be seen to have to consult notes on your desk at every question.

Don't forget to smile from time to time too.