Telephone Interviews

Some companies use Telephone Interviews to screen potential candidates to narrow down the candidate pool. Remember, telephone interviews are as much of an interview as a face-to-face interview. Typically, the primary goal is to determine if the applicant would be worth bringing in for a Face-to-Face Interview. Telephone interview questions will typically revolve around your qualifications, interests, and what you are looking for in a position or company. It is a fact finding mission.

Tips and Pointers

- Be confident in yourself
- Have your resume on hand to refer to when answering questions but don’t just read the information contained on your resume, expand on it
- Have notes or a list of critical points you want to make
- Have a list of accomplishments to pull from if needed
- Consider time zones when scheduling an interview
- Turn off call waiting to avoid interruptions or distractions
- Avoid background noise and distractions by turning off the radio, iPod, TV, friends, pets, etc.
- Don’t eat, chew gum, pace or walk around while the phone interview is taking place
- Have a glass of water near in case you need a quick sip
- Smile, it will put a smile in your voice and convey a positive image to the recruiter
- Speak slowly and enunciate clearly
- Take your time and respond professionally
- Sit up straight or stand up for a stronger, confident, more projected voice
- Dress professionally to “feel” professional and in “interview mode”

Sample Questions

- Are you currently employed?
- Why do you plan to leave your current position?
- How many years of experience do you have?
- Describe your educational background and experience.
- What responsibilities do you have in your current position?
- Describe your level of experience in “x”.
- What motivates you to do your best?
- Describe your ideal job.
- Describe your perfect supervisor or manager.
- Where do you see yourself in two years, five years, and 10 years?
- What do you do when faced with a challenging situation?