



## Telephone Interviews: A Few Useful Tips!

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By Dominika Rozycka on 07/03/14 0

I recently came across an interesting article on Forbes website and I could not agree more with the points the writer made on telephone interviews. Telephone interviews should be treated as an important first stage interview and adequate preparation and research should be carried out prior to the call.

[Lisa Quast](#) lists a few tips to ace the telephone interviews:

- Act as if you would in a face to face interview and do your research before the interview
- Test your telephone voice – this is how your personality and confidence will come through as there are no visuals involved
- Eliminate background noise to ensure there are no interruptions and you can be heard clearly
- Have the necessary documents ready like your CV and job specification
- Dress for a real in person interview to give you the confidence psychologically that you are the right fit for the role
- Have some water at hand. Sip the water to avoid a dry mouth but no food, other drinks or chewing gum
- Listen and think before you answer as you would during a face to face interview
- Close your telephone interview by asking questions about the role and company. Most importantly reiterate your interest and your suitability for the role.



If you are interested in reading more, the article can be accessed [here](#).

