

# Job Interview Over the Telephone

Companies may use phone job interviews as a cost efficient method. Usually they are calling the top few candidates. Telephone interviews are also used if you and the employer live in different cities. Unless the company has a very strong feeling about the candidate (feels the person is absolutely right for the job), they will not fly or pay for transportation for a face-to-face interview.

## There are different types of telephone interviewing.

- 1. A screening telephone interview** - this type of call may be a series of questions that are asked every candidate. The questions may be based on some unstated requirements for the position and the answers allow the employer to eliminate candidates who do not “fit.”
- 2. Long-distance telephone interviews** – this type of interview is more like a face-to-face interview with a company. Be prepared to have the call last for 30 minutes or more. You will be asked the same kinds of questions you would be asked if you were meeting in the company’s office.

Most companies will schedule a telephone interview, but once in a while you may receive a call from a company and they may want to do an on the spot interview. If this happens to you, it is acceptable to ask if you can call them back in five minutes. You can then prepare to interview with them. Get all your material together and mentally prepare yourself.

### At least 30-minutes before a scheduled telephone interview you should prepare by:

- Turn off the radio, stereo and television.
- Try to disable call waiting or any phone feature that produces sound.
- Put the dog outside or whatever else it takes to keep down barking.
- Dress in appropriate attire, not your bathrobe...you will feel more professional in appropriate clothes.
- Comb your hair and groom yourself as if you are going to a face-to-face interview. You will project a more business-like attitude if you are prepared.
- Go into a quiet room and close the door to take the call. Make sure you have a writing surface for taking notes.
- Gather the information you researched on the company, have your resume and cover letter ready, and any application you filled out for this company.
- Put your cheat sheet of answers to anticipated questions on the desk beside you.
- Smile!