

7 secrets to success when interviewing by phone

Phone interviews are a form of candidate screening that many companies currently apply. If you suddenly receive an interview request in this way, don't skip the following helpful tips.

For most companies, recruitment is a multi-step process. Instead of taking too much time for face-to-face meetings, many managers often choose to talk over the phone to learn briefly and refine candidates before deciding to invite them to the office to simulate direct consultation.

According to Chris Jemo - vice president of talent selection at The Connor Group (real estate company owns a series of high-end apartments), *"For a large number of job seekers apply to positions, Preliminary interviews via phone or video will save time and money for both candidates and employers."*

Although it is a very important step, a phone interview call always has a time limit. Therefore, in the role of a candidate, you should prepare carefully to be able to impress employers and win the opportunity to interview directly.



However, Jane Trnka - CEO of the Career Resource Center at the Crummer College for Graduate Students under Rollins College emphasized *"The biggest disadvantage [of a phone interview] is the lack of The interviewer cannot know how the candidate expressed himself, so what you say and how you say it is important, the tone and the way you react and ask the question will give see your interest and passion for your position and organization"*.

To help candidates gain more confidence when receiving a phone interview proposal, Business News Daily recently provided some of the following interesting tips that you can refer to.

Before the interview date

Read the relevant information first

When you receive a call or email to make an appointment for a phone interview, you need to actively ask who you will be talking to and how long it will take. Trnka stressed, you can also ask the recruiter's contact information to learn more about them.

If you are called and they say the company representative wants to ask a few questions right now, thank you for that great opportunity; Next, politely suggest another time of the day. Don't hesitate, because this way will give you more time to stabilize your psychology, shape answers to some frequently asked questions, review information about job descriptions, companies as well as skills. your power.

Confirm the appointment

Before the interview date, Trnka advised the candidate to send an email to the person who would directly call him to confirm the time. This not only helps you to be ready but also proves that you are a very organized person and look forward to the opportunity to share your desire to work as well as being offered at the organization.

Note

Kaitlyn Apfelbeck - human resources manager at Voices.com (community that connects narration enthusiasts to companies wishing to find talent in this area) affirms the good point of an interview through Phone is the candidate can review the job description carefully before the talk and notes. Therefore, you can easily mention the experiences associated with employers' requirements and expectations. Even if it's a video call, taking notes is very helpful.

"Write down the main ideas such as strengths, weaknesses, career goals . before receiving their calls , " Apfelbeck said.

Ready

Before the time of the call, make sure you have prepared everything you want to "show off" with employers - resumes, job applications, CVs . all must be available at hand. friend. Especially with video calls, these are things that you should not ignore.



During the call

Always choose a private, quiet place

Think of the phone interview as a live interview. This means you also need to find a quiet place, with no noise and as private as possible.

Jemo stressed: *"Be there [at a quiet location selected] before the employer calls at least 5 minutes".*

Apfelbeck also added that the candidate should avoid listening to the phone in a car, especially never driving while answering the call.

Be yourself

Don't worry too much about your voice, gesture or what you look like. Relaxation and concentration will help you give confident and impressive answers.

" Employers want to create comfort for both you and them . " So don't be too nervous and worried.

Let's end the call cleverly

At the end of the call, if the employer says you have successfully interviewed, boldly ask them the next steps you need to take. Apfelback also added that candidates need to know the specific time for the face-to-face meetings afterwards.

And one indispensable thing is **the sincere thanks** . *"It is very important to show gratitude for having the opportunity to talk to a character representing your company who wants to work. Even if you do not know if you are successful or not, you still have to. Maintain polite attitude, speak better and have a positive tone. "*

In addition, you can also send a thank you email within 24 hours of the end of the call. In this way, the employer will understand how big your wish is and know, luck will smile at you.

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