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Preparation for Telephonic Interview by RohitIrabatti

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Telephonic interview has become the trend of the day. Companyâ€™s use telephonic interviews either when the candidates are under qualified or when the applicant is at distant location. This is one of the best methods to select appropriate candidate. This method is cost effective and time saving. Also it becomes easy for the interviewer to shortlist the candidates for final interview. Conducting face to face interview with the candidate who is not fit for the job is just a waste of time so telephonic interview is the perfect alternative for interview.

Whenever company contacts you for telephonic interview they give you some time to settle down. Make sure that you sit in a quiet place with your telephone or mobile on which the company may contact you. Keep all the necessary things with you like a pen, paper, resume, etc. Answer every question confidently and calmly donâ€™t fumble or cut the question in middle. Let the interviewer complete his question and then you start answering.

Sometime it happens that when you receive a telephone interview call you are not at home or in some traffic or any other place. At such times ask an appointment for telephone interview. Donâ€™t just appear for the interview in the disturbed surrounding. Take appointment any day you will call an hour later or as soon as you reach home. Many times interviewer gives an intimation call to the candidate to be prepared for telephone interview. You should be prepared with all necessary things, go through the resume, etc. Donâ€™t take telephone interview lightly be formally dressed and sit in a quiet room to get the office like feeling.

Some tips for while giving interview on telephone are:

Assume yourself in the position you are applying for. Be enthusiastic and confident, practice how to speak or begin & end the conversation like how to wish or enclose the talk. Speak clearly and slowly, donâ€™t give over explanation in your answers. Be precise and specific in your answers. Be a good listener during interview on telephone give response to the interviewer when he is explaining something to you. Use comments like ok, I see, etc to show that you are listening to the interviewer.

Answer every question confidently and make sure you highlight your abilities during your interview. Donâ€™t be dull while talking on phone and make sure you clarify your doubts before the interview ends. You can ask several questions like when you will get to know the result of the interview or what should I do next, etc.

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Rohit Irabatti is the author of this article. He has been demonstrating his writing skills by writing the articles for human research from last two years. He also has a keen interest in writing stuff for job related topics. He has written various articles on a Fresher jobs . He specialized in coverage of HR marketing.

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