

How to prepare for your telephone interview



You've read the job description. The role, location and salary are just what you're looking for. This is the first step to impressing the company and learning more about the opportunity.

We have compiled our "top tips" of how to prepare to make sure you achieve the best possible outcome.

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The do's and don'ts

Preparation

Do extensive research on the company. Look at the website and Google for any recent news articles/reports on the company.



Research the people you are speaking to. Have a look at their LinkedIn profiles.



Be aware of your social media presence, i.e. LinkedIn/Twitter/Facebook – companies are increasingly researching potential employees this way.



Have a copy of the documents you may need - the job spec, your CV and the interview confirmation - so that you have all the information at hand. Then you will not have to worry about remembering extra details.



Have a pad and pen handy to make some notes - it will help you remember things for a further interview.

Have a list of questions to ask on the day - have at least three in mind. This will show you have given thought to the opportunity.



The do's and don'ts

On the day



Give yourself 5-10 minutes' quiet time before the call. This will give you the chance to relax, collect your thoughts and be in the correct frame of mind.

Listen carefully to questions and consider your answer, giving enough detail without waffling or being a bore.



Be somewhere quiet where you can concentrate/focus on the conversation.



Never criticise a former employer – nobody likes a whinger!

**HAPPY
PEOPLE
DON'T
COMPLAIN**

If you have enjoyed the interview, let the interviewer know. A positive attitude can encourage positive thoughts.

