

Telephone Interview Tips and Guidance

Congratulations! You have passed the first stage and impressed with your CV and have now been invited for a telephone interview. You may be confident and experienced in interviewing, or this may be completely new territory for you. We have compiled a helpful list of tips for success.

1. Preparation is key

- Research, research, research! The more research into the company you do, the more confident you will feel
- Have a look at the company website, the about us page
- See if they have a Blog- this will give you up to date information on the company
- Get Social! Social Media is a great tool for seeing the latest updates and can really give you a good insight into the company culture and values
- Google. Simply type the company name into a search engine, and this will give you access to any news, articles and information regarding the company
- Prepare 'common' interview questions
- Write them down, practice your answers
- Questions such as 'Tell us why you would be good for the position' can be particularly difficult to answer if you aren't used to selling yourself, so think carefully about what qualities you can bring to the role
- Positive negative! Another common question is about weaknesses, it is good to answer these with a 'positive negative' where the employer may see this as a positive!

2. Nerves

- Smile. If you are feeling nervous, don't forget to smile, even over the telephone! you will come across as friendly and relaxed
- Keep calm. Have a couple of techniques to relax yourself while you wait. Whether this is just concentrating on your breathing or rereading over your notes whatever works for you
- Don't worry! Remember the interviewers will expect you to be nervous, after all this shows that you care and want the position
- Don't forget this is as much as an opportunity for you to find out whether you want to work for the company as much as they are seeing whether you would be right for them.

3. Strong close

- Do you have any questions? Try to have questions ready and have something to ask at the end of the interview, be careful not to concentrate on things such as salary or benefits, as employers will

Perfection in recruitment

PureKat Consultancy Ltd

(Cambridgeshire) - Suite 48, Middle Court, Copley Hill Business Park, Cambridge Road, Babraham, Cambridge CB22 3GN t: 01223 607089

(Suffolk / Essex / Norfolk) - Suite 1, First Floor, Gothic Building, Chantry Mills, Haverhill, Suffolk, CB9 8AZ t: 01440 844768

e: info@purekat.co.uk w: purekat.co.uk

be using this to find out your motivations, so questions on the actual role or environment are the safest to stick to

- Timeline. This will give you realistic expectations of when you are likely to hear back, particularly if you have any other interviews arranged
- Want the job? Tell them! Often employers are left unsure whether the candidate is interested in the role, so if you want the job – let them know!

If you have any questions prior to your interview feel free to get in touch... and don't forget to give us your feedback!

Good luck!

Perfection in recruitment



PureKat Consultancy Ltd

(Cambridgeshire) - Suite 48, Middle Court, Copley Hill Business Park, Cambridge Road, Babraham, Cambridge CB22 3GN t: 01223 607089

(Suffolk / Essex / Norfolk) - Suite 1, First Floor, Gothic Building, Chantry Mills, Haverhill, Suffolk, CB9 8AZ t: 01440 844768

e: info@purekat.co.uk w: purekat.co.uk