

The Telephone Interview

When you are successful in getting a hiring manager seriously interested in you, your next hurdle will most likely be responding to a telephone interview request by an “in-house” corporate human resources recruiter.

If you have been invited to a telephone interview, this indicates they like your skills as per your Needs vs. Qualification letter, and a review of your resume or as a result of good marketing or a great ProfessionalBrand. It is now up to you to get the job.

If you do not get the job and you have not prepared for the interview then you know why you did not get the job-do not come crying to Papa. If you have prepared then you probably prepared poorly. There is no excuse for preparing poorly.

You put all that effort into getting to the interview stage, it would now be a downer if you let the opportunity slip away because you did not practice and prepare for the interview. Just like any other skill, interviewing can be mastered.

A telephone interview will most likely focus on “Soft Skills”. The team in human resources is required to do their job, and their assessment. A conversation with you will give them some insight on:

- Energy/Enthusiasm
- Passion
- Ambition/Initiative/Drive
- Level of research conducted on the hiring company
- Listening Skills

- Interest Level

Always make sure to conduct a telephone interview from a quiet place with no possible interruptions. Never while on a cell phone, in a noisy environment, or from an area that does not allow for privacy, or while driving.

Any of these situations will affect the outcome of your interview. Many times in my work as a headhunter, the most common feedback I would get back from clients after they conducted a telephone interview would be “I could not really get a good take on his communication skills since the connection was so bad. I think I will pass on him.” Even though our candidates were well schooled on how to conduct proper interviews, they still took calls on their cell phones or in environments where they were interrupted. Heed the advice or suffer the consequences!