

ACE Telephone Interviews

In these unprecedented times employers are still recruiting. You may be asked to undertake a telephone/Skype interview with the employer. Follow this preparation guide to make sure this call goes well.

1. Get dressed as if going to an in-person interview. Why? It creates professional attitude and mindset.
2. Don't slouch on the couch. Chair and table/desk, or stand and/or pace. Standing promotes voice projection.
3. Quiet room; no interruptions.
4. Wear earphones or pods to eliminate background noise.
5. Silence all other notifications on phone and laptop (if open).
6. Laptop, pen and paper, and a copy of your CV/Resume.
7. Have written prompts ready especially for the questions that you wish to ask.
8. Have a glass of water at hand.
9. Don't eat or chew gum.
10. Answer the phone correctly. e.g. "Good morning/afternoon. This is FULL NAME speaking."
11. Thank the interviewer(s) for their time at the end of the call. Send a follow-up "Thank you" email within 6-8 hours.

Smiles can be seen but also "heard"!

All other usual interview protocols apply.

Don't forget to make sure your phone is fully charged!