



# The Telephone Interview

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It may appear that a phone interview takes some pressure off the entire interviewing process, however this is usually not the case. Phone interviews are also perceived as being an informal means of securing a job and unfortunately, job seekers make some of the most critical mistakes during this type of interview.

While a phone interview is advantageous for employers, it can be difficult for job seekers. A phone interview can be impromptu, leaving an interview candidate breathless from trying to catch the phone or caught off guard for even the simplest of questions. Whether the interview was scheduled or not, you should have a “cheat sheet” by your phone to ensure preparedness regardless of which situation you find yourself in.

Carefully prepare your responses by using the following outline:

## *Specific skills:*

<i>Management</i>	<i>Sales</i>	<i>Personnel</i>

## *Industry-specific qualifications:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## *Position-related initiatives*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## *Unique assets as an employee:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_