



## **Here are some simple tips to keep in mind before, during and after a Telephone Interview:**

- Prepare well for the interview. Make sure that you are relaxed and completely focused towards giving your 100% to the upcoming interview call.
- Keep your phone free during the expected time of the interview call.
- Take out enough free time to take the interview call and make sure there are going to be no disturbances or interruptions while you are talking.
- Keep a copy of your resume and all other related documents in front of you.
- Make sure to keep a pen and notepad in close reach in case you need to jot down points during the course of your conversation.
- Keep your phone fully charged so that your phone does not go low on battery, thus leading to breaks in the conversation.
- Practice those listening skills and make sure to be a good listener. Do not interrupt the interviewer. Wait for the interviewer to complete what they are saying, listen well and then answer the questions confidently.
- Speak clearly so that you are fully understood.
- Be enthusiastic and alert.
- Refrain from using unprofessional caller tunes.
- If you are taking the call at home, try to find a quiet area whether there are no background noises that can distract you.