

## Do's and Dont's in a Telephonic Interview

When you conduct a telephone interview, there are a number of things you will want to do, and there are also some things that you will want to avoid. Most companies will use telephone interviews as the first step in the hiring process.

If you fail this interview, you will not be hired by the company. Because of this, it is important to be mindful of things you should do and avoid. In this article, I will go over these things in detail. The first thing you will want to avoid is eating food during the interview process. You should eat before or after the telephone interview has been held. If the interviewer hears you eating while they are talking to you, the chances of you passing the interview have decreased dramatically. In most cases, there is little need for the interview to go on beyond this point. To do so would be a waste of your time, and it would be a waste of the interviewer's time as well. Eating food during a telephone interview is rude, unprofessional, and disgusting. It could be likened to coming to a standard job interview wearing dirty clothes. It is the fastest way to fail the interview process. This is something you will want to avoid at all times.

The next thing that you don't want to do during the telephone interview is interrupt the person that is interviewing you. This is rude and unprofessional, and if you do it more than once, you will destroy your chances of passing the telephone interview. It is also important to make sure you give short answers to questions that are asked. Never elaborate on any answer you give unless you are asked to do so by the interviewer. When you are asked a question, take a moment to think it over. Don't just answer the question quickly without thinking. If you do, you can give the wrong answer, and giving the wrong answers will cause you to fail the telephone interview.

It is also crucial for you to avoid speaking too fast or too slow. You should speak at an average level of speed. This is something that you may have to practice. If you speak too quickly, the interviewer may have to ask you to repeat yourself, which is inconvenient for the both of you. If you speak too slow, you may give the impression that you are not an intelligent person. It is also important to stay on topic. Remember, your goal is to pass the telephone interview so you can move on to the screening interview. Nothing else is important when it comes to you getting the job, and you should always stay on topic.

Another thing that you will want to avoid is not being prepared. As the saying goes, when you "fail to prepare, you prepare to fail." If the interviewer asks you about the company's history, can you give them a detailed response? If they ask you why you want to work for their company, do you have a valid answer? You should never be surprised by any questions that are asked during the interview. Surprises will lead to failure. It is also important for you to make sure the interviewer never has to repeat themselves. If you do, this is generally a sign that you are not listening to what they have to say. Allowing this to occur one time during the interview can keep you from being hired by the company.

Telephone interviews are extremely important. If you want to pass them successfully, you must know what to do, and you must also know what to avoid. Many people fail these interviews because they don't know what to do.

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