

Tips for Telephonic Interview

Dear Candidate,

We would like to remind you that its time for your telephonic interviews and many of your friends has already completed the telephonic interviews successfully and they have been offered jobs from different hospitals in USA, and it's getting scheduled for rest of you. In our case, the job in USA would be confirmed based on your performance in the telephonic interviews. You may read through the tips given below and practice it and I hope this would help you to be well prepared for the up coming interviews.

Telephone Interviews

The telephone interview is the most common way to perform an initial screening interview. Employers use telephone interviews as a way of identifying and recruiting right candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants and decide for the best applicant. This helps the interviewer and the candidate get a general sense if they are mutually interested in pursuing and in **our case the job in USA would be based on your performance in the telephonic interviews; hence you need to impress the employer in the telephonic interview.** It's important to be prepared for a phone interview on a moment's notice. You never know when you would be notified for a telephonic interview

10 Tips for answering an effective telephonic interview

- 1. Be on your very best behavior**
A phone interview is the very best way to check on a candidate's telephone manner, and the communication skills especially where telephone manner and customer contact are key parts of the role of a nurse. Sometimes, role play can be used to assess a candidate's strengths and weaknesses.
- 2. Smile**
Even though no-one can see you, smiling will help you to relax and sound positive. Some people also find that standing up while talking on the phone makes them feel more confident.
- 3. Shut out noise**
Make sure your surroundings are quiet and that you won't be disturbed. Shut the door; turn off the radio - and your mobile (if the interview has not been scheduled on the mobile number).
- 4. Have pen and paper to hand**
Make notes of what is covered -- you may be asked the same questions if invited to a second interview.
- 5. Know your CV**
Plan what might be asked in the interview beforehand, e.g. personal details, education, career history, experience. The interviewer will be aiming to match candidates against the job description and person specification so re-read thoroughly.
- 6. Answer with confidence**
Just the way you answer the phone has an impact on the person calling. Talk distinctly and clearly. If you're not confident in your speaking voice, you cannot compensate for it in other ways.
- 7. Make a connection**
Try to establish something in common. Ask about the caller's experience with the company or mention something you have read about the company.
- 8. Let silence be golden**
Watch out for awkward silences, 'umms' and 'errrs', and unintentional interruptions - by either the candidate or interviewer. If you need a minute to compose your thoughts, don't be afraid to ask for a little time before answering.

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9. A two-way process

You should be given the opportunity to ask questions -- make sure you have some in mind.

10. End on a positive note

Thank the caller for their time and express interest in the opportunity.

The advantages of a telephone interview are that it can be arranged with little delay, with little disruption to your existing job and you'll know the outcome quite quickly. **However, what you say -- and how -- will be more important than in a face-to-face interview, so be prepared!**

We wish you Best of Luck for the upcoming interview.

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