



WHAT TO EXPECT DURING A PHONE INTERVIEW

Having applied for multiple jobs at various companies, you might begin to lose track of where you have **sent your resume**. Do not let this happen to you, especially when companies start calling you about interviews. Make sure you keep a spreadsheet updated that details which jobs you have applied to at what companies and when you submitted your application. This will help you be prepared when a phone interview comes calling. When a potential employer calls you to talk about the job you applied for, do not hesitate to schedule a time in the future to speak. There is no reason why you should drop what you are doing and discuss the job without any advance notice or preparation. Most callers will understand and even suggest that you schedule a time for a phone interview in the coming days. This will make the interview much smoother for both parties. Once the date has been set, you should do as much research as possible about the company. This includes finding out how long it has been in business, what types of jobs are available, and what products/services the company offers its clients. All of this information can be found on the company website for the most part. When it comes time for the **phone interview**, make sure you are in a quiet location and you have your notes with you as well. Bring an empty notepad and a pen so you can write down information presented to you or questions you want to ask before the conversation is complete. This will show how prepared you are for the interview and that you are serious about the job being discussed. An interviewer will ask you about your experience, your job history, your education and why you want to work for their company. All of these questions are standard for all types of interviews, even the phone interview. Make sure you answer these questions to the best of your ability so you can show the employer that you are perfect for the job that is available. What if the **employer asks about salary**? This is an interesting problem. Some phone interviewers will ask this question so they can find out if the candidate's request falls within the allotted budget for the position. If it does not, the interviewer can thank the candidate for their time and then move to another candidate. Try to avoid answering this question as much as possible until an in-person interview.

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