

# WE ARE CAREER SERVICES

# TELEPHONE INTERVIEW

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**Telephone interviews** are a quick way for employers to eliminate you as a candidate.

During the phone interview, your resume can be reviewed for things like accuracy, gaps, and clarifications of duties. The employer can check for professionalism, voice, language, grammar, vocabulary, and personality.

## How to prepare:

- Research the company and review the job description
- Make sure to confirm a date and time for the phone interview with the employer
- Find a quiet location without any distractions (no music, TV) - DO NOT do it in the halls outside of class
- Keep a pen, paper, laptop, and copies of your resume with you
- Prepare questions to ask the employer
- Be yourself! Maintain professionalism while exhibiting your personality
- Take notes during the interview which you can refer back to later
- Be ready to answer the phone 10 minutes before your scheduled time. Answer in a professional manner.



## Commonly Asked Phone Interview Questions:

Why do you want to work for us?

What are your salary expectations?

Why do you want to leave your present position?

How do you feel this position fits with your career goals?

Tell me why your education/experience qualifies you for this position?



What are your primary responsibilities in your current job?

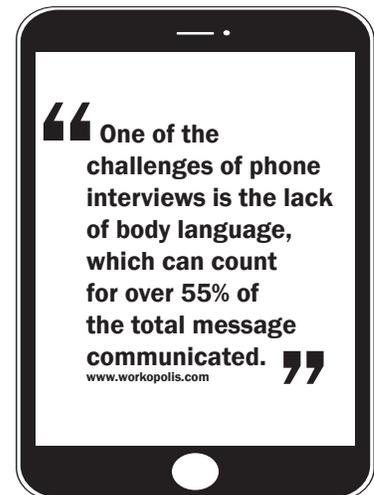
What are your short term and long term goals?



On a scale of 1 - 10, how would you rank your skill level with: (fill in the blank)



Smile! They can hear it through the phone



NORTH CAMPUS  
Academic & Career Success Centre,  
Learning Resource Commons, First Floor  
416-675-6622 ext. 5030  
www.careers.humber.ca

LAKESHORE CAMPUS  
Academic & Career Success Centre  
Student Welcome & Resource Centre, First Floor  
416-675-6622 ext. 5028  
careers@humber.ca