Top 10 telephone interview tips:

1. Keep your mobile with you, charged, topped up and switched on at the appropriate time.
2. Try and take the phone to as quiet and private a location as possible, and make sure you have good signal.
3. If you are taking the call at home, warn your housemates not to play loud music or to come into your room without warning.
4. If the call does come unexpectedly and you are not prepared, say “Thank you for calling, do you mind waiting for a minute while I close the door/turn off the radio/take the phone to a quieter room?” This will give you a little time to compose yourself. If it really is a bad time, offer to call back, fix a time and stick to it.
5. Check your answerphone message: is it one that you would want a prospective employer to hear? Does it give a professional impression? If not, change it – just in case you do miss a call for any reason.
6. Keep a copy of your application and information on the company handy, plus a pen and notepad to take notes.
7. It’s useful to have a glass of water to hand.
8. Although the interviewer can’t see you, you may find it easier to come over in a professional manner if you are sitting at a desk or table.
9. Over the phone, you have to show that you are listening and understanding by the occasional “OK”, “uh-huh”, “I see”, “I understand”, “yes” or similar interjections.
10. Listen very carefully to the interviewer and try to answer with a lively tone of voice. Speak clearly and not too fast.