

Making Choices 3

Applying by Telephone

Some job advertisements will ask you to reply by telephone. This is often to arrange an interview but you might be interviewed over the telephone.

Before you start

- ✎ Plan what you want to say.
- ✎ Write down the telephone number and dialling code.
- ✎ If you are using a call box, choose one in a quiet area and have plenty of coins.
- ✎ Have a pen and paper ready.
- ✎ Have your C.V. with you and a copy of the job advert. This will help you to answer any questions.
- ✎ Plan when you could attend for interview. Have a note of the dates to avoid such as examinations, holidays etc.

Making the call

- ✎ Be enthusiastic
- ✎ Speak clearly.
- ✎ Make sure you are speaking to the right organisation.
- ✎ Ask for the person you need to speak to.
- ✎ Give your name and say why you are ringing.
- ✎ Write down any arrangements made.
- ✎ Offer to send a copy of your C.V.
- ✎ Thank the person for talking to you
- ✎ If your call is cut off, **you** should ring back and continue.

Immediately after the call

- ✎ Write down anything further you need to remember.

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The Interview

Going for an Interview

Check that you know where to go and who to ask for.

Make sure you know how to get there.

Check times of the bus or train and how long the journey takes.

Think of some questions to ask. It may help to write them down and take them with you.

Make sure your clothes are clean, tidy and suitable.

Find out more about the organisation and the job.

Take your C.V. and other documents with you such as exam certificates, Record of Achievement etc.

Think of questions you could ask e.g. Does the organisation offer training? What will my duties be? Are special clothes provided?

At the Interview

Arrive in plenty of time.

Be prepared. You may be asked to fill in forms or sit a test

Take your letter of invitation with you.

Do **NOT** take friends or family along.

You should know the name of the person who is going to interview you.

Be polite, be prepared to shake hands, sit down only when asked. **DO NOT** smoke or eat sweets or chew gum.

Look at the interviewer and smile, even if you are nervous.

Answer more fully than just 'yes' or 'no', and speak clearly.

Be ready for questions such as 'why have you applied for this job?' 'What do you know about the organisation?'

REMEMBER –

Interviews are for employers to find out about you, and for you to find out about the type of work you are applying for. If you can't go to the interview, make sure you let the interviewer know.