

United Pro Search Inc

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Here are some tips to remember in telephone interview

1-Keep conversation brief only information relevant to the job requirement (State a quick summary of your relevant experience)

2-Review Employer info, Job details and position requirement before the telephone interview and emphasize how your related experience meets the required experience (You may want to log to their web site to get information)

3-Sound positive and enthusiastic over the conversation

4-Do not bring up money or salary if you are asked about your salary requirement tell him/her you are earning or have earned X amount of dollars and you will consider any reasonable offer base on cost of living differences and what you are earning or have made in the past.

5-There is possibilities that we could negotiate on your behalf once you receive an offer; remember your objective is to get invited for an onsite visit and not to get an offer over the phone.

6-Before the telephone interview decide when you could take time off to meet the hiring officials (if you are asked) for an onsite visit.

7-Prepare about 4 or 5 intelligent questions to ask about the position and the hospital beforehand.

8-Do not answer any question only with yes or no prepares to expand a little on your answers.

9-Do not talk negative about past employer or boss

10-After the interview if you feel you are interested in the position ,communicate you are available and interested to meet in person and discuss your qualification further.

11-Call for debriefing after the telephone interview

Good Luck!