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Tips For Successful Telecommuters And Telephone Interviews

Telecommuters are those people who spend most or all of their working hours away from the workplace. Usually, they work from home. A telecommuter would need a telephone, internet, different computer programs, and a fax machine to do this.

Telecommuters need to have excellent skills when it comes to the laborious task of telephone interviews. First of all, you should always be prepared in case you are contacted for an interview. Many employers do not give telecommuters the heads up in advance about when they will be calling to speak with them.

You should make sure to prepare for a telephone interview as if it were an "in person" interview. Prepare by thinking of the possible questions you'll be asked, and think of the answers. Be ready and willing to answer questions about your educational background, work experience and skills. Also be prepared to tell the prospective recruiter or employer what you could do for him or her.

Next, prepare a list of questions that you'd like to ask the interviewer. You should ask a few questions to show that you are paying attention and that you are interested in the job. Keep in mind that in a telephone interview, everything would depend on the speech exchanged only. There would be no body language, so be careful with the pitch and tone of your words. You should maintain a professional and respectful tone of voice all the time.

During a phone interview, remember to be confident. You should avoid saying "Um, I don't know, or Uh" as these words can make you seem not confident. Always have your resume nearby so you can consult it during your phone interview. After all the interviewer is looking at your resume, why shouldn't you be as well?

Also, don't forget to turn off the call-waiting on your phone, make sure you're alone in the room, and always have a pen and some paper nearby.

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