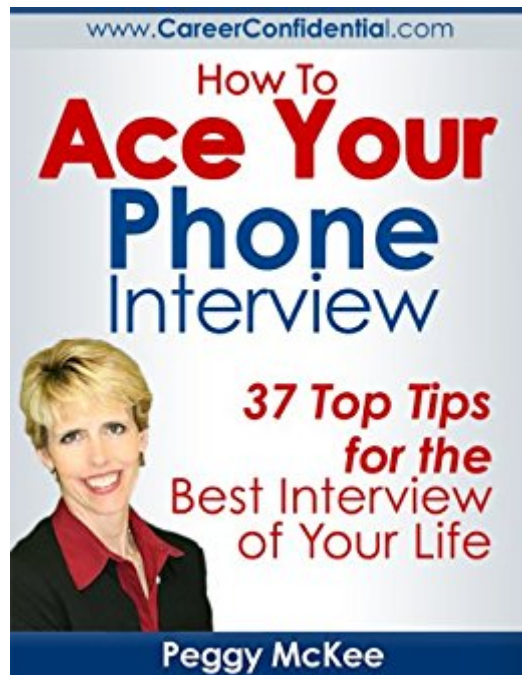




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# How To Ace Your Phone Interview



## Synopsis

Can you ace EVERY phone interview and get invited to the face-to-face? Phone interviews are really phone screens. Employers use them to weed out candidates and come up with a short list of people to interview face-to-face. If you don't get invited to interview, you got screened out of the job. This book will keep you from getting screened out and consistently put you on the short list of candidates who get to interview in person. What This Book Will Do For You:

- Give You Exceptional Answers to Common Phone Interview Questions
- Warn You about Phone Interview Mistakes That Get You Screened Out
- Help You Be Confident, Relax and Make a Fantastic First Impression
- Give You Powerful How To Tips for a Perfect Phone Interview
- Get You Invited To Interview Face-To-Face

What Kinds Of Tips Are In This Book?

- Typical Phone Interview Questions (and Stand-Out Answers)
- Tips to Cheat in a Phone Interview To Give Yourself an Unfair Advantage
- How To Research the Company and the Interviewer Before the Call
- What NEVER To Say In a Phone Interview
- The ONE Question You Should Ask In EVERY Phone Interview
- How to Help them Qualify You for the Face-to-Face Interview
- How to Follow Up AFTER the Interview
- How to Plan, Prepare, and Execute a Perfect Phone Interview

Who This Book Is For:

This book is for YOU if you want to slam-dunk every phone interview and get invited to the face-to-face. You will discover my best phone interview tips from 14 years of interviewing thousands of candidates (as a hiring manager and recruiter). Find out what hiring managers are really thinking about you. This is your key to phone interview success!

## Book Information

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## Customer Reviews

I liked this book because it lists out the details you typically expect to know but do not put in to practice when you need to. Summary 1) It has fine graphics to help emphasize the points. 2) The checklist in each section will help you be better prepared. 3) The content is structured out in an easy readable format. The only item I didn't care for was the repetitiveness of some points, like "Ask when can we meet...." over and over. I guess the author believes that this is a step in the process that many phone interviewees forget to execute. This is the best book I have found so far on this topic, other than the "'Headhunter' Hiring Secrets: The Rules of the Hiring Game Have Changed . . . Forever!" Only that book is rather large to read in 1 sitting. If you want a quick read on the topic and need some hints and suggestions you should buy this book.

I'm not sure if the oft-repetitive advice is to make sure the reader follows the techniques, or if it is to fill up the book. Peggy brings up some wonderful tips, however I think she missed one set group when it comes to interviewing...those who already have a job or work in a government agency. When you already have a job (me) and working for a government agency (me, again) some of the tips do not work very well. Such as, taking the call at home. If you are working and currently looking for a new position, it is next to impossible to schedule a telephone interview at home, on a landline, in absolute quiet. The other is that many large corporations, university systems or government agencies will use HR personnel for the telephone interview. People not directly invested in this candidate, but rather a person next on the screening chain to clarify some item on the resume'. Sending that person a thank you email is not always available, it is also sometimes frowned upon.

I totally botched a telephone interview I had a few weeks ago and could tell even during the interview that I wasn't going further in the selection process. To be honest, I think the recruiter was quite polite to have stayed on the phone that long. I rambled and generally answered questions

poorly. I had actually made notes before hand about the company and the position but they were so unorganized that by the time nerves kicked in they were useless. This book has really helped me to prepare for another phone interview I have tomorrow. I am pretty sure it will be heaps better than the first. In reading, some points may seem repetitive but they really serve to reinforce what needs to be done. I am very happy I read this book and would recommend it to everyone. Wish me luck!

My husband read this before his phone interview and it helped tremendously. Clear forthright answers and step by step plans. By the way he got another interview face to face and got the job!

Most tips are common sense but I gave it four stars because I like the authors clear simple approach. Phone interviewing is not rocket science, but it takes the skills Peggy listed in this book to ace one. Note: the author repeats the same tips over and over.

Excellent advice & tips to use in phone interviews. I followed Peggy's advice and I got an in-person interview and offer! I had bombed other phone interviews and didn't realize what I was doing wrong until I read this. It's an easy read but packed full of great tips I never thought about before. Get this book and you will have the best interview of your life, I did!

Quick guide to read before that critical phone call that can make your life great. It is short enough that you can scan it prior to the phone interview to keep the ideas of the book fresh in your head as you WILL BE NERVOUS!

Interesting quick read with some helpful hints

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