

## HOW TO ARRANGE A JOB INTERVIEW



### WHY SHOULD YOU LEARN THIS?

Your application has done the job and you have now got a phone call from the company to arrange a job interview.

### WHAT?

Accepting a job interview is very exciting, but sometimes in the excitement you can forget to ask important details that can make a difference in the interview itself. These tips will help you make sure that you perform at your best on the day.

### INSTRUCTIONS:

- If you've been applying for jobs, you should prepare yourself for return phone calls before they actually arrive. Ensure that you have a voice mail message and that it is simple and professional ("You have reached the voicemail of Ben Simmons. I am unavailable to take your call at the moment. Please leave a message and I will get back to you shortly.")



Carry around something to make notes with. This could be a small notepad and pen or (if you're using AirPods or Bluetooth headsets) your phone.

### WHAT TO DO:

- 01 Check the number every time your phone rings. If you don't recognise it, make sure that you answer in a professional manner, with a greeting and your name: "Good afternoon, Ben speaking."
- 02 If in a noisy area, ask if they mind holding while you move to a better place to speak.
- 03 When they tell you that they want to make an interview time with you, make a good impression by thanking them for the opportunity.
- 04 One of the first steps in arranging a job interview is to set the date and the time. Where possible, it is best to try to fit into the times offered. If you do need to ask them for another time, say: "I'm sorry, I'm not available at that time. Is it possible to reschedule the interview? I am available on (Thursday morning)."
- 05 Confirm the details of the interview. If they haven't already told you, ask where the interview is being held. You may also want to ask who will be interviewing you, which will be useful when preparing for the interview; however, they may be unable to share this information.

## WHAT TO DO CONT:

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Finish the phonecall by telling them that you are excited about the opportunity and am looking forward to talking to them further on the day.



### GOT IT?

➤ Use the notes from your phonecall to prepare your interview. For example, google the location of the interview and plan your journey so you know how long it will take (and plan to get into the area early.) Look up your interviewers on LinkedIn and see what kind of articles that they like.



### TRY THIS

Try setting your voicemail message. You can do this on Telstra Messagebank by dialing 101 or on Vodafone using 121. There may be a cost for setting up voicemail: check this before you begin.

## SO WHAT?

➤ Treat every contact you make with a potential employer as an opportunity. A rude or unprepared phone call could damage your reputation before you even step into a job interview.

## WHAT ACTION WILL YOU TAKE?

- ☐ Set a professional voicemail message
- ☐ Be prepared to make notes
- ☐ Answer the phone with a friendly professional greeting
- ☐ Thank the caller for the phone call
- ☐ If needing to rearrange the time, offer an alternative



## IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Introduce Yourself to Someone
- How to Make a Business Phone Call
- How to Write a Formal Email
- How to Make a Decision