

**I recently applied for a job with a Fund Services company in the IFSC Dublin. I was recently informed that I have been selected for a phone interview in the coming weeks but I was expecting a normal interview. Is a phone interview unusual? And how can I prepare for this?**

Phone interviews are a common tool used by recruiters and acts as a screen to enable a shortlist of job applicants to be formed. It is normally used when there are larger volumes of applicants but I have know companies to use phone interviews as a screening option even when there are low volumes of applicants. Phone interviews are also used by employers when geography is an issue for face-face interviews.

Normally phone interviews are used by employers to find out if applicants meet their key or minimum requirements. I advise jobseekers to prepare for a phone interview as they would for a face-face interview. Identify what the client wants and also how you meet those criteria with quantifiable examples. It is also important to know your CV and research the company and the sector.

Some tips for phone interviewing include; if possible schedule the interview for a time and location where you will not be disturbed, have a copy of your CV with you and remember to smile before you pick up the phone.