

支招电话面试（1）实用英语 PDF转换可能丢失图片或格式，
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https://www.100test.com/kao_ti2020/622/2021_2022__E6_94_AF_E6_8B_9B_E7_94_B5_E8_c96_622359.htm Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as way to minimize the expenses involved in interviewing out-of-town candidates. 雇主们将电话面试作为一种鉴别和招聘员工的方式。电话面试往往用于筛选应聘者从而缩减当面面试的人数。电话面试还可以帮助将外地应聘者的找工成本降到最低。 While you ' re actively job searching, it ' s important to be prepared for a phone interview on a moment ' s notice. You never know when a recruiter or a networking contact might call and ask if you have a few minutes to talk. 当你主动求职时，重要的一点是做好电话面试的准备。你不知道雇主或联系人会在什么时候打电话要求进行几分钟的谈话。 Be Prepared to Interview 做好面试准备 Prepare for a phone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical interview questions. In addition, plan on being prepared for a phone conversation about your background and skills. 如同准备常规面试一样准备电话面试。准备一张表，列出你的长处和弱点，以及一些典型面试问题的答案。此外，准备在电话中谈论你的背景和技能。 * Keep your resume in clear view, on the top of your desk, or tape it to the wall near the

phone, so it ' s at your fingertips when you need to answer questions. 将简历放在容易找到的地方 , 比如桌上或将它贴在电话边的墙上 , 这样当你在回答问题时 , 简历就近在咫尺。 *

Have a short list of your accomplishments available to review. 回顾一下自己的成绩 *

Have a pen and paper handy for note taking. 准备好笔和纸做笔记 *

Turn call-waiting off so your call isn ' t interrupted. 将呼叫等待关闭 , 这样通话就不会被打断 *

If the time isn ' t convenient, ask if you could talk at another time and suggest some alternatives. 如果时间不方便 , 问问是否能择时再通话或者建议其它选择 *

Clear the room - evict the kids and the pets. Turn off the stereo and the TV. Close the door. “ 清理 ” 房间将孩子和宠物 “ 赶 ” 出去。关掉电视、立体声。关上门 *

Unless you ' re sure your cell phone service is going to be perfect, consider using a landline rather than your cell phone to avoid a dropped call or static on the line. 除非能确定手机服务通畅 , 否则就考虑用固定电话 , 以免出现通话中断或杂音。 (to be continued)

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