

面试第一步：你会电话面试吗？PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E9_9D_A2_E8_AF_95_E7_AC_AC_E4_c96_646702.htm

很多公司都会在面试流程中安排电话面试的环节，以此来筛选掉堆积如山的简历，确定最后可以进入面试的候选人。但是，很多求职者对此不够重视，从而失去了直接面试的机会。你会电话面试吗？

现在就告诉你电话面试中的Do和Dont! Most companies use telephone interviews as part of their recruitment process to whittle down a pile of CVs into a manageable interview shortlist. But many candidates fluff the opportunity to create a good impression and secure a face-to-face meeting. 很多公司都会在面试流程中安排电话面试的环节，以此来筛选掉堆积如山的简历，确定最后可以进入面试的候选人。但是，很多求职者对此不够重视，没有在电话面试中给面试官留下好印象从而失去了直接面试的机会。 Many applicants fail to take telephone interviews seriously, and risk losing out as a result, according to a recent survey.

Recruiters reported candidates eating, driving, bathing, breastfeeding, dogwalking and even going to the loo during telephone interviews. 根据一份最新的调查研究显示，很多求职者都对电话面试不以为然，从而失去了机会。招聘单位反映，有的求职者会一边在进行电话面试一边在做其他事情，比如吃饭、开车、泡澡、哺乳、遛狗，甚至上厕所。 Recruiters also bemoaned the use of slang and street talk: calling your interviewer ‘ mate ’ or finishing sentences with ‘ innit ’ is not a winning strategy. 招聘人还建议求职者在电话面试中要用语正

式，不要用俚语或街头流行语：比如把面试官叫做“哥儿们/姐儿们”，或者讲完话就随口问道“是不？”，这些做法都无法在电话面试中过关。 Here are my top tips on performing strongly during telephone interviews. 想要在电话面试中表现出色，以下有一些好建议： Do: 你应该这么做： 1.Prepare yourself for the call as you would for a face-to-face interview. 你怎么准备“面对面”面试的，就怎么准备电话面试。 2.Choose a quiet place to take the call, with no risk of interruption or background noise. 找一个安静的地方接受电话面试，确保不会被打断，也不要背景杂音。 3.Pay as much attention to listening as to speaking. 听清楚问题和好好回答问题一样重要。 4.Call from a landline to minimise the chance of interference or lost connection. 用固定电话进行电话面试，以避免发生信号中断或信号干扰。 5.Take things slowly there is no need to rush. 慢慢来，没有什么事需要你急着去做的。 Don't: 你不应该这么做： 1.Do something else while talking on the phone give the call your full attention. 边打电话边做其他事情你应该专心致志地进行电话面试。 2.Fail to take the interview seriously it's your opportunity to make a good impression. 不把电话面试当回事 这是你给招聘人留下好印象的机会。 3.Forget to listen and respond to the interviewer's questions. 忘记认真聆听提问，也不记得回答面试官的问题。 4.Portray a poor telephone manner remember, you are trying to impress. 不注重电话礼仪记住，你要想着给面试官留下好印象。 5.Exhibit a lack of enthusiasm the interviewer expects to hear that you want this job. 表现出兴趣缺缺的样子面试官希望听到的是，你非常渴望这份工作。 热门推荐：

#0000ff>常见英语面试问题英文版汇总 #0000ff>世界500强各行业简介及面试流程汇总 #0000ff>这也许是你听过的最重要的面试建议 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com