

# Phone interviews

In this lesson, we'll introduce some types of phone interviews.

## We'll cover the following



- Scheduled phone interviews
- Unscheduled phone interviews

Now, let's go over some techniques that will help you ace your phone interviews, in-person interviews, and video-conference interviews.

For most organizations, phone interviews are required before you even get a chance to sit across from an interviewer.

According to [Jorg Stegemann](#) (a headhunter with Kennedy Executive Search & Outplacement in Paris), "In a typical search assignment with 100 or more candidates, I identify the 15 that interest me most and call them. Based on my impressions during telephone screening interviews, I meet with five or seven of these people. Only three of them make the shortlist that I present to my client."

So, yeah, phone interviews are ***pretty important***, but don't be scared; we've got you.

For starters, there are two types of phone interviews: scheduled and unscheduled.

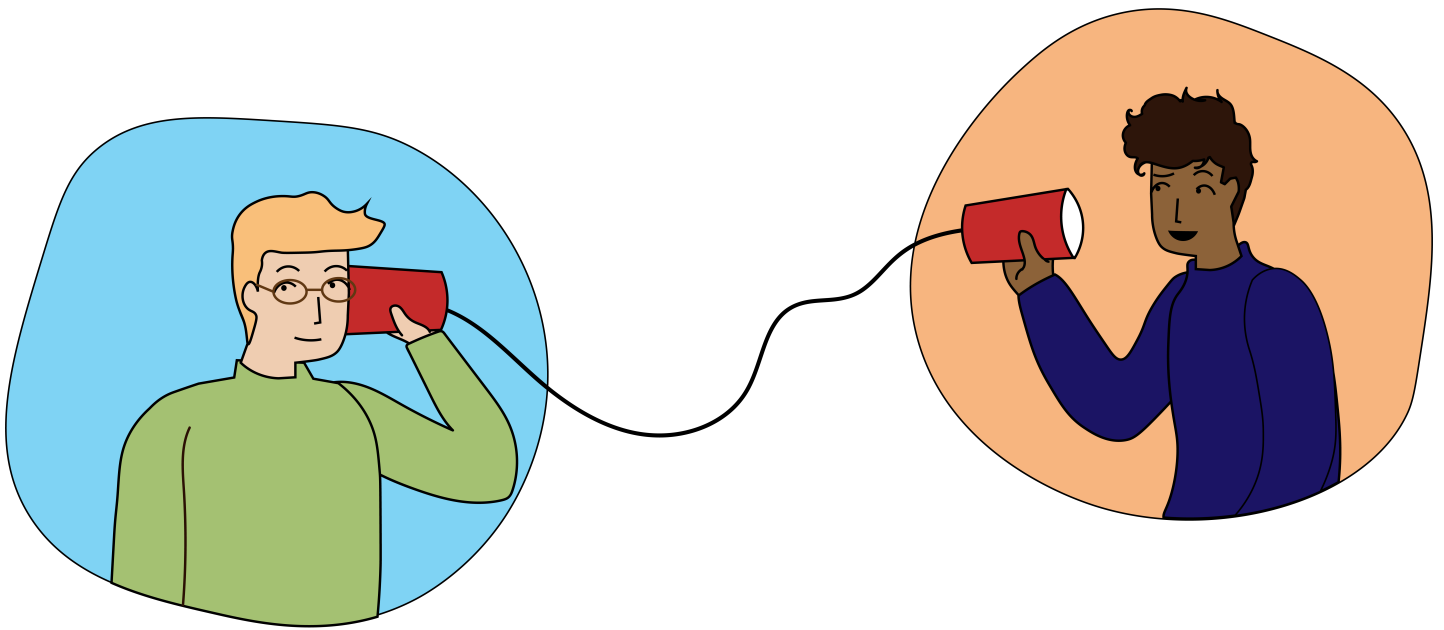
## Scheduled phone interviews #

Scheduled phone interviews are (obviously) scheduled on either LinkedIn or by email. If you are responding to a request to schedule **make sure that the time you are agreeing to actually works for you!** It is very important that you are not caught off guard by an appointment you accidentally made at an inconvenient time; remember, this interview will most likely determine whether or not the organization wants to move ahead with you.

## Unscheduled phone interviews #

The second type of phone interview is unscheduled and they are... unscheduled. However, this does not mean that you have to do the interview when they call. If it's a bad time, tell them so by saying something like, "Great to hear from you. I am not at my desk and won't be able to give this call the attention it deserves. When can I call you back?" ([Stegemann](#)). Do not feel uncomfortable saying this, it shows a commitment to professionalism.

**Pro Tip:** No matter what happens during a phone interview, **you must always remain calm and courteous**. Even if you are not interested in a particular job, a snide remark could hurt your chances there and elsewhere. Remember, you do not live in a vacuum, people talk!



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Now, how do you actually succeed at a phone interview? Let's look at that in the next lesson!