

Choose the right answer: **TELEPHONIC INTERVIEW PHRASES QUIZ**

1. If you don't catch the HR's name, what is a polite way to ask them to repeat it?

- A. "Who are you?"
- B. "Say your name again."
- C. "Could you please give me your name again?"
- D. "I didn't hear you. Repeat."

Ans: - C. "Could you please give me your name again?"

2. When HR asks "Give us your self-introduction shortly"

- A. "I don't like talking about myself."
- B. "Why do you need to know?"
- C. "Provide educational details, roles and responsibilities if experienced, and technical proficiency and skills in a concise manner."
- D. "I'll send you, my resume. Just read that."

Ans: - "I'll send you, my resume. Please kindly read that."

3. How should you answer if the HR asks about your current CTC and expected salary?

- A. "It's none of your business."
- B. "Currently, it's __ LPA + (mention any perks) and expecting ____ (or) As per industry standards, I am expecting __ LPA + (mention any perks). Alternatively, you can say, 'Can we discuss this at the time of the interview?'"
- C. "I don't know." "I need a lot more money."

Ans: - B. "Currently, it's __ LPA + (mention any perks) and expecting ____ (or) As per industry standards, I am expecting __ LPA + (mention any perks). Alternatively, you can say, 'Can we discuss this at the time of the interview?'"

4. If asked whether your notice period is negotiable, what is an appropriate response?

- A. "No, it's fixed."
- B. "Yes, it can be negotiable up to __ days. I need to check with the management and will get back to you on this. However, I can cut it short to __ days."
- C. "I don't care about notice periods."
- D. "I don't have a notice period."

Ans: - B. "Yes, it can be negotiable up to ___ days. I need to check with the management and will get back to you on this. However, I can cut it short to ___ days."

5. If the HR asks about your availability for an interview, what is an appropriate response?
- A. "I'm busy. Call me later."
 - B. "Well, I need to check my schedule. Please allow me some time to check on this and I will call back. Alternatively, you can suggest specific available times if you know your schedule."
 - C. "I don't have time for interviews."
 - D. "I'll be available whenever."

Ans: - D. "I'll be available whenever."

6. How should you confirm your availability for an interview if you receive a follow-up call?
- A. "Don't bother me."
 - B. "I'll be available whenever."
 - C. "I am available on ____ (specific date and time) or any time tomorrow."
 - D. "I might be free next month."

Ans: - C. "I am available on ____ (specific date and time) or any time tomorrow."

7. What is a courteous way to end a call with the HR?
- A. "Bye."
 - B. "Okay, thank you so much. Have a nice day."
 - C. "Whatever."
 - D. "I'm hanging up now."

Ans: - B. "Okay, thank you so much. Have a nice day."