**SF-ASSIGNMENT-11-telephonic Interview**

 **If you don't catch the HR's name, what is a polite way to ask them to repeat it?**  
✅ **"Could you please give me your name again?"**

 **When HR asks “Give us your self-introduction shortly”**  
✅ **"Provide educational details, roles and responsibilities if experienced, and technical proficiency and skills in a concise manner."**

 **How should you answer if the HR asks about your current CTC and expected salary?**  
✅ **"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?'"**

 **If asked whether your notice period is negotiable, what is an appropriate response?**  
✅ **"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."**

 **If the HR asks about your availability for an interview, what is an appropriate response?**  
✅ **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."**

 **How should you confirm your availability for an interview if you receive a follow-up call?**  
✅ **"I am available on \_\_\_ (specific date and time) or any time tomorrow."**

 **What is a courteous way to end a call with the HR?**  
✅ **"Okay, thank you so much. Have a nice day."**