

Phone Applications. Applying for an Advertised Position Over The Phone

You can generally tell by the size of the advertisement what the process will be. If you are asked to phone (as opposed to submitting a written application) you must do so immediately. You will probably be screened by the receptionist who may take details and tell you that the employer will ring you back. Make sure that you have written down the relevant skills and experience required. This is all he/she will have to go on.

Read the Advertisement Carefully

- 1) To see if you can and want to do it
- 2) So that you can address the employer's needs

Can I get there?	A & J Barley and Sons	What type of company? What do they do?
	<u>Office Assistant – North Reading</u>	
	Our company is soon relocating to Malaga.	What sort of skills and to what level?
Does this mean they want a Junior?	We need a god all rounder for office work and Administration.	
	Our ideal applicant will have 2 years work experience.	Will I have contact with the public? by Phone? at Reception?
	Must have excellent communication skills	
Is the position full time? What time do they start?	Phone Pamela between 10am-4pm 9865 9045	

This will technique will apply to answering an advertised position over the phone or in writing

If you decide to go for the position write all the criteria down using keywords and think about the most concise way you can answer the advertisement. Write this down in shortened form. Give short chunks of information. Remember, the person at the other end has to make notes so ensure it is short enough to take down over the phone. Practice, use dummy adverts and put your answer on tape and then be the receptionist and see how you are able to take it down. I.e. experience. Three years administrative experience with Toby Oats. Interpersonal skills she/he will judge by the way you communicate and will probably give you a 1-5 rating.

You must get a time frame as to when the employer will ring back. If you don't, you will be sitting around all day. Tell the person that interviews you will be using the phone all morning and don't want to miss the call and fix a time to call back.

