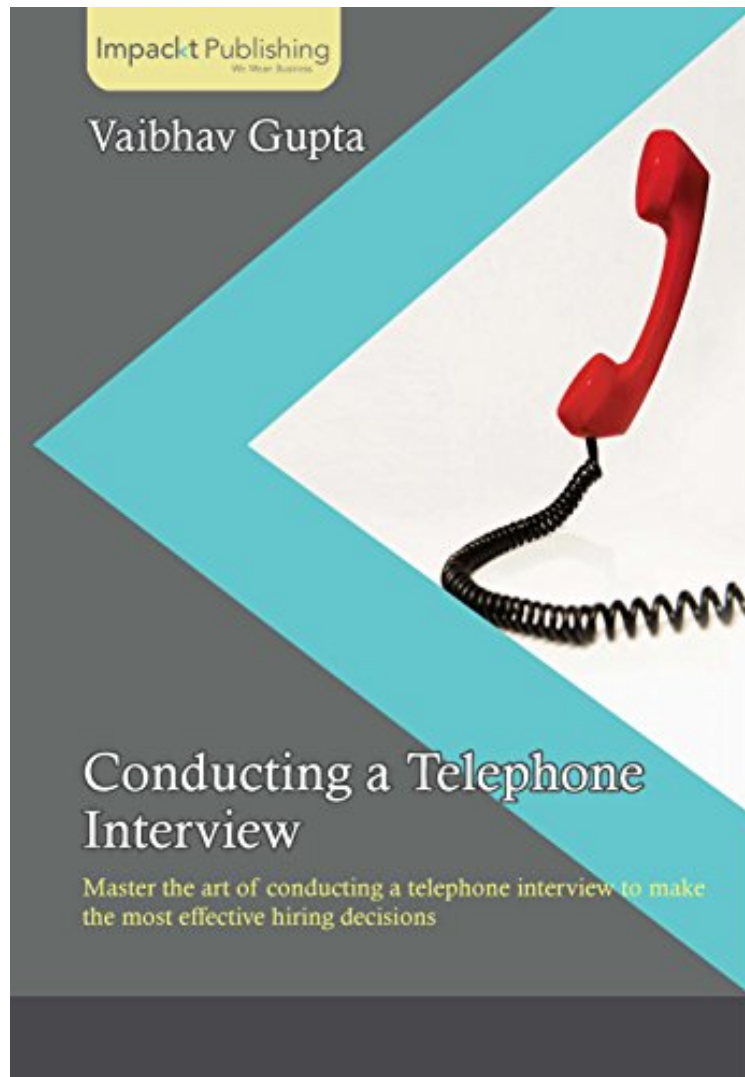


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Conducting a Telephone Interview

Vaibhav Gupta

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Vaibhav Gupta : Conducting a Telephone Interview before purchasing it in order to gage whether or not it would be worth my time, and all praised Conducting a Telephone Interview:

As organizations become ever more global and recruitment needs intensify, the telephone interview is increasingly becoming recognized as an essential aspect of the recruitment process. However, conducting a successful telephone interview is a complex and nuanced process that requires much training and practice. Conducting a Telephone Interview is a practical and comprehensive guide covering every aspect of the telephone interview process. You will learn all the essential elements of successful telephone interviewing, including planning and verbal conduct, asking

insightful and relevant questions, and consistently and accurately evaluating the answers given in order to make the correct hiring decision. Covering everything from the role of telephone interviews in the modern recruitment process to selling the job and closing a job offer with a candidate, this book investigates every aspect of the telephone interview process, giving insightful, practical advice and case studies at each point. Telephone interviewing has been shown to reduce both the time and cost of recruitment, but conducting a successful telephone interview is a complex and highly valuable skill. This book will take you on a logical and detailed journey from the planning and scheduling stage, to giving guidance on what sort of questions to ask, what answers to look for, how to dig deeper, and how to effectively evaluate a candidate. Reading this book will equip you with all the knowledge necessary to make the right hiring decisions from effective, comprehensive telephone interviews.

About the Author Vaibhav Gupta Vaibhav Gupta is the founder and owner of the blog www.howtocrackaninterview.com. After his Master's degree in Business Administration from Leeds Business School, United Kingdom, his entrepreneurial spirit inspired him to start Oxygen Consultancy Services, a New-Delhibased executive search and recruitment firm. The firm has been recruiting for global Banking, Insurance, Automotive, FMCG, Accounting, Research, and Business Consulting organizations including HDFC Bank, ICICI Prudential Life Insurance Company, Kotak Mahindra Bank, Nestle India Ltd., The Smart Cube India Pvt. Ltd., GE Business India Services, and KPMG. The firm has been extremely instrumental in hiring across all levels and business verticals. Vaibhav has personally managed more than 10,000 interview cases in a period of 10 years and has also been a part of campus placement teams with many companies such as ICICI Prudential Life Insurance. He is also a visiting faculty member at prestigious institutions such as Institute of Chartered Accountants of India (ICAI). To provide comprehensive online information on the interview process and its basic nuances, he started the blog www.howtocrackaninterview.com, in which he has tried to provide an extremely broad and detailed spectrum of information regarding the interview process through highly interactive videos. He has also authored Job Winning Answers ndash; Best answers to 105 trickiest interview questions.