



PHONE INTERVIEW GUIDE

INTRODUCE YOURSELF

CLARIFY THE REASON FOR THE CALL/CONFIRM INTEREST

Example: "During this phone interview I would like to learn more about your skills and abilities as they relate to the [Position Title] with the [Department Name] as well as provide you with additional details about this opportunity. Are you still interested in this position?"

CONFIRM THE SALARY RANGE IS ACCEPTABLE

Example: "This position was posted with a minimum salary of \$XXXX and maximum salary of \$XXXX. Salaries are determined based on factors which include experience and education as they relate to the minimum qualifications of the position and departmental budget. A more realistic salary range that we would be able to offer to most well-qualified candidates is \$XXXX to \$XXXX (representative of the middle third or competitive range of the position). With this in mind, are you interested in continuing to be considered for this position? [If the candidate answers "yes" then continue with the interview. If the answer is no, thank them for their time and end the interview.]

GIVE THE CANDIDATE AN APPROXIMATE TIME FRAME FOR THE CALL

Set time frame expectation for call. Example: "I expect this call to last no longer than 30-45 minutes."

CLEAR UP ANY QUESTIONS/CONCERNS REGARDING APPLICATION MATERIALS

PROVIDE INFORMATION ABOUT THE JOB, DEPARTMENT, UNIVERSITY, ETC.

PROVIDE THE FORMAT OF THE PHONE INTERVIEW

Give a brief description of how the interview will flow. Example: "I will ask you a few behavior based questions. I am looking for specific situations or tasks from your past experiences, your role, any action you took, and the outcome of that particular situation or task. Then we will talk more about the job and the university. At the end of the interview, I will give you an opportunity to ask any questions you may have. Are you ready to begin?"

CONDUCT THE INTERVIEW

CONCLUDE THE INTERVIEW

Ask the applicant if they have any questions. Set an expectation of the next steps. Example: "I plan to complete phone interviews by [Time] next Friday [Date]. After that I will identify the top candidates to bring in for in-person interviews. I will contact everyone regarding the next step by [Time] the following Friday [Date]."

Thank the applicant for their time and end the interview.



AUBURN UNIVERSITY

HUMAN RESOURCES