**Instructions for Telephone Screening Interview**

Instructions: Read the critique questions to understand what is expected from you in this type of telephone discussion, provide your calling partner with the information requested on the first three lines below, and go to different rooms to make the calls. Note that caller A is the interviewer for the first call and caller B is the interviewer for the second call

|  |  |  |
| --- | --- | --- |
| Caller A (Interviewer then Interviewee) | Caller B (Interviewee then Interviewer) | Time |
| Name: | Name: | 5 min |
| Cell phone number: | Cell phone number: |
| Position that you are looking for: | Position that you are looking for: |
| Make call to Caller B (ask questions) | Receive call from Caller A (answer) | 15 min |
| Fill out critique sheet | Wait for 5 minutes  | 5 min |
| Receive call from Caller B (answer) | Make call to Caller A (ask questions) | 15 min |
| Wait for 5 minutes  | Fill out critique sheet | 5 min |
| Return to class room  | Return to class room | - |
| Provide feedback to Caller B | Provide feedback to Caller A | 15 min |
|  |  | \_\_\_\_\_\_60 min |
| *Break* | *Break* | 15 min |

Critique of Interviewee on Phone Screen:

|  |  |  |
| --- | --- | --- |
| Areas for Critique | Positives | Improvement Needs |
| Did they use their elevator pitch effectively?Did you feel that they understood the position being discussed?Does their employment history make sense?Did they appear confident?Are you convinced that they want the job?Comment on their answers to questions regarding:* Cultural fit
* Interpersonal skills
* Professional skills
* Business strategy
* Project management
* Change management
* Others
 |  |  |

**Typical Telephone Screening Questions**

**High End Telephone Screening Questions -**

1. Tell me about yourself.
2. What interests you about this job?
3. Why should I be interested in you for this position?

**Questions about Your Background -**

1. Please give me a run through of your employment history.
2. What were your starting and final levels of compensation?
3. What were your responsibilities?
4. What major challenges and problems did you face? How did you handle them?
5. Why are you leaving your job?
6. What are your salary expectations?

**Questions about the New Job and the Company -**

1. What interests you about this job?
2. Why do you want this job?
3. What applicable attributes / experience do you have?
4. Are you overqualified for this job?
5. What can you do for this company?
6. What do you know about this company?
7. Why do you want to work here?
8. What challenges are you looking for in a position?
9. What can you contribute to this company?
10. Are you willing to travel?
11. Is there anything I haven't told you about the job or company that you would like to know?

**Questions about You -**

1. What are you looking for in your next job?
2. What is important to you?
3. What is your greatest weakness?
4. What is your greatest strength?
5. Describe a typical work week.
6. How would you describe the pace at which you work?
7. How do you handle stress and pressure?
8. What motivates you?
9. Tell me about yourself.
10. What are your career goals?
11. What type of work environment do you prefer?
12. How do you evaluate success?

See <http://jobsearch.about.com/od/interviewquestionsanswers/a/phoneintervquest.htm> for good answers.