



Sample Phone Interview Questions

Begin with introduction and a high-level overview of the position. In the discussion of the position, tell the candidate the proposed salary/hourly rate. Based on the salary/hourly rate, ask them if they are still interested and if so, proceed with the phone interview.

Questions about Candidates Background

- Describe some of your responsibilities with your previous positions/previous employers?
- What major challenges and problems did you face in those positions? How did you handle them?
- Why are you leaving your job?
- What is your salary expectation?
- If you could change one things about your last job (or present job) what would it be?
- If I were to speak to your co-workers, what would they tell me about you?

Questions about the Job and the Company

- What interests you about this job?
- What do you know about Wittenberg?
- Why do you want to work here?
- What attributes are you looking for in this position?
- What can you contribute to Wittenberg?
- Are you willing to travel?
- Is there anything I haven't told you about the job or company that you would like to know?
- What do you this is the biggest challenge facing the University today?
- What must Wittenberg provide in order for you to be your best?

Questions about the Candidate

- What are you looking for in your next job? What is important to you?
- What are the specific skill sets that you would bring to this job?
- Describe a typical work week.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- What motivates you?
- What are your 5 and 10 year career goals?
- What type of work environment do you prefer?
- How do you evaluate success?
- What applicable experiences do you have that pertain to this job?
- In your career, what you have done that you are most proud of? Why?