

TELEPHONE INTERVIEW PROCESS

Scheduling the Telephone Interview:

“Good morning/afternoon. I am _____ on the Interview Committee for the _____ position for the _____ Department at the University of Wisconsin, Superior. The Committee would like to thank you for applying for our position. I am pleased to tell you that we have chosen you to be in our pool of candidates for telephone interviews. Are you still interested in our position at UW-Superior?”

If YES: “Great, telephone interview are going to be taking place _____. Some of the dates and times available are: _____
Is this the best telephone number to reach you? _____
Thank you. We will call you at _____ on _____.”

Telephone Interview

Name of Applicant: _____

Date of contact: _____ Telephone No: _____

Committee Members present:

- 1) _____
- 2) _____
- 3) _____

1. Introduction: Introduce yourself and other Committee members present as members of the Interview Committee for the position of _____ at the University of Wisconsin-Superior. Inform the applicant they are on speaker phone and that you will be recording the interview for the benefit of absent committee members (If necessary).

Give some background of who you are. That will be helpful in giving the candidate some context and assist in remembering your names. It would also be helpful to say your name again during your short introductions.

2. The Interview: See Sample Question appendix, further samples below.
 1. Why did you apply?
 2. As a hypothetical situation, Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it?
 3. Describe a time when your team or company was undergoing some change. How did that impact you, and how did you adapt?
 4. Tell me about our proudest professional accomplishment.
 5. What would your peers and friends say are your strengths?

3. Explaining the Process and Closure.

“To let you know what our process will be, after we complete all of the telephone interviews we will invite a list of candidates to campus for on-campus interviews. We anticipate on campus candidate interviews to take place (the first half of _____). Do you have any questions of us?”

“Thank you for your time and willingness to be a candidate for our _____ position in the _____ Department. Please let us know if you have any questions of us.”