

FROM THE OFFICE OF FINANCE & ADMINISTRATION

TELEPHONE INTERVIEW PRE-SCREENING INSTRUCTIONS

A typical pre-screening telephone interview lasts 20 to 30 minutes and includes questions designed to eliminate candidates who are not eligible for consideration.

Within a relatively short period of time for a minimal investment, hiring managers can decide to schedule a face-to-face meeting or determine that they have no further interest in the candidate.

By probing into what a candidate is really looking for, it helps to weed out those who may have misinterpreted the details of the position or weren't aware of what the role consisted. The better the phone screens go, the easier the rest of the process becomes.

OPENING

This is [name] from Chicago Theological Seminary. I am calling in response to the application you submitted for [position title]. Are you still interested in being considered for this position?

I'd like to ask you some preliminary questions at this time to help us in our interview selection process. This will take approximately 10-15 minutes. Is this a good time for you to talk?

[If not, ask the candidate to provide a time within the next 24 hours when he or she would be available for a phone screening.]

QUESTION EXAMPLES

1. Why are you interested in working for our company?
2. What reasons do you have for leaving your current (or most recent) job?
3. Have you ever been involuntarily terminated? If yes, explain.
4. Based on what you know about the position we are recruiting for, what skills and experience do you have directly related to this position?
5. What would your previous supervisors say are your strengths? What about weaknesses?
6. What work accomplishment are you most proud of?
7. What are your salary requirements?
8. What is your highest degree?
9. This position is [FT/PT] with an expectation to work [number of hours per week and days of work]. Are you able to work that schedule?
10. If offered a position, when would you be available to start?
11. What questions can I answer for you?

