

## Telephone Interview Guide

Use this format to gain additional information from the candidates quickly before you schedule them for an interview. Conduct phone interviews for all candidates you are considering for an in-person interview, and ask them the same questions. This is a guide and you should modify the questions to meet your particular needs.

*Script – Hello, I am \_\_\_\_, and I received your resume for the position of \_\_\_\_ in the \_\_\_\_ Department at UCOP. I'd like to do a brief phone interview over the phone with you regarding your qualifications and interest in the position. Is this a good time or do you want to schedule another time?*

1. Why you are interested in this position?
2. Tell me about your skills and experience for this position.
3. This is a fulltime career/contract appointment located in downtown Oakland/Berkeley, and UC provides excellent health and welfare benefits. There may be times when overtime is necessary – is that acceptable to you?
4. I see that you live in another state. What are your plans for relocating here?
5. Please describe your current organization and its size. How large is the unit in which you are currently working?
6. Please describe your working relationship with your current supervisor.
7. Please describe whether you work in a team environment or perform most of your job duties on your own.
8. What new processes/tools did you need to learn in your present position and how did you learn them?
9. Describe your clients/customers and the size of your customer base?
10. Please describe the hardware and software with which you are most comfortable.
11. Have you applied for other opportunities? And what's the status?
12. This position's salary range is \_\_\_\_\_. What salary level would you be willing to accept for this position?

If their salary requirement is not within your range and budget, thank them for their time and encourage them to review other UCOP vacancies.

*Thank you for taking the time to discuss your qualifications and interest. You can reach me at \_\_\_\_ with any questions or additional information. Our next step is to complete the phone interviews and determine whom to invite in for an interview. I will get back to everyone by \_\_\_\_\_. Thanks again for your time.*