

## **Ch 17 *PHONE INTERVIEW TEMPLATE***

1. Can you briefly describe your professional background and experience?
  - This question allows the candidate to provide an overview of their qualifications and career history.
  
2. What interests you about this position and our company?
  - Assess the candidate's motivations and whether they've done research on your organization.
  
3. Can you highlight your key skills and strengths relevant to this role?
  - Encourage candidates to discuss the specific skills and attributes that make them a good fit for the job.
  
4. Tell me about a significant achievement or project you've worked on recently.
  - This question helps evaluate the candidate's accomplishments and their ability to contribute to your organization.
  
5. How do you handle challenges or difficult situations at work? Can you provide an example?
  - Assess the candidate's problem-solving abilities and their approach to handling workplace challenges.
  
6. What do you know about our industry or the specific challenges we face?
  - Gauge the candidate's familiarity with your industry and their ability to align their skills and knowledge with your organization's needs.
  
7. Describe your preferred work environment and management style.
  - Ensure the candidate's preferences align with your company culture and management practices.
  
8. What are your salary expectations for this role?
  - While this can be a sensitive topic, it's important to understand whether the candidate's salary expectations align with your budget.
  
9. Can you discuss your availability and any notice periods with your current employer?
  - Ensure the candidate's availability matches your hiring timeline and expectations.
  
10. Do you have any questions for us?
  - This gives candidates an opportunity to learn more about your organization and shows their genuine interest in the role.
  
11. What specific experiences or skills make you uniquely qualified for this position?

- Encourage candidates to highlight what sets them apart from other applicants.

12. How do you stay updated on industry trends or developments related to your field?

- Assess the candidate's commitment to ongoing learning and professional development.