



Telephone Interview Guide

Telephone interviews are a highly recommended way to cull your list of qualified applicants for in-person interviews. Use this format to gain additional information from the candidates quickly before you schedule them for an in-person interview. Conduct phone interviews for all candidates you are considering for an in-person interview, both internal and external, and ask them the **same** questions. This is intended to be used as a guide and can be modified to meet your particular needs. Remember to give the candidates advanced notice so that they can prepare for the interview.

Script – Hello, I am ____, and I received your application for the position of ____ in the ____ Department at UC Berkeley. I'd like to do a brief phone interview that will last between 15-30 minutes regarding your qualifications and interest in the position. When would be a good time to schedule a phone interview?

1. Why are you interested in this position and in working for ____ department?
2. Please describe your current organization and its size. How large is the unit in which you are currently working? How has your previous experience prepared you for this position?
3. Please describe whether you work in a team environment or perform most of your job duties on your own. Describe your working relationship with your supervisor.
4. What new processes/tools did you need to learn in your present position and how did you learn them?
5. Describe your clients/customers and the size of your customer base.
6. Please describe the computer hardware and software with which you are most comfortable. [Reference any specific applications or software that they must be able to use]
7. Verify the type of appointment and hours needed for this position i.e. career, full-time, or 6-month contract at 50% time.
8. (If salary is posted online- reiterate available salary range) This position's salary range is _____. What salary level would you be willing to accept for this position?

***In addition, we suggest you ask a minimum of three (3) critical, position specific questions that will identify whether the applicant meets your minimum qualifications.**

If their salary requirement is not within your range and budget, clarify whether they would like to still be considered for the position or would like to be considered for future positions with a higher salary range.

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 _____.

Phone Interview Notes Section: