Phone Interviews

Hello,

“My name is ___________________ and I am the ______________________________ at MSUN. With me today is ___________________, __________________, _______________, and ___________________. Or, you could just go round table and have each of the search committee members introduce themselves to the candidate along with their job titles.

“We have a series of questions to ask you. After we are finished, you will have the opportunity to ask us some questions as well. Anything before we get started?”

“Is it okay with you if we record this session for the search committee?”

“Okay. Let’s get started.” (Turn on the recorder and place it near the phone) Take turns asking questions of the applicant. Depending upon the responses, additional questions may be asked such as “tell me more about that IT project that you worked on.”

When all questions have been asked say “Thank you for your time today. We will be in touch with you within the next week, few days, etc.” (After you complete the phone interviews, the search committee will make a decision on who to bring out for onsite interviews.)

After you complete the onsite interviews, the search committee should meet one more time to prepare the final recommendation. Chair then prepares a letter of recommendation for hire to Hiring Authority on behalf of the search committee.

It is a good idea to have a copy of the Job Description on hand during phone interviews.