

Stephen F. Austin State University
Search Committee for Faculty and Staff Positions
Telephone Screening/Interview Procedures

Tips for planning and arranging the telephone interview:

- Schedule a date/time for a call of no more than 30 minutes
- Review applicant's materials (resume, cover letter and other written material)
- Prepare questions related to knowledge, skills and abilities
- Identify acceptable answers
- Assign a point value rating for answers
- Determine the order in which the interviewers will ask questions
- Test speaker-phone and teleconferencing equipment prior to the call

Conducting the telephone screening/interview:

- Introduce the participants in the interview and describe how the interview will be conducted.

Suggested telephone screening questions:

- Ask job related questions based on the job description and pertaining to the resume (for example, about gaps in employment, special training, a change of profession, leadership in professional associations, publications/research/presentations).
- Ask why the person is interested in leaving his or her current position.
- Ask one or two technical questions about the job for example:
 - “In your opinion, how should the workload of a faculty member be split and into what areas?”
 - “What courses have you created or proposed in the past five years?”
 - “What do you think are the most important attributes of a good instructor?”
 - “Where would this position fit into your career development goals?”
- Ask one or two questions that will help you determine the interviewee's “fit” to your department for example:
 - “What is your philosophy of _____?”
 - “Describe your teaching philosophy.”
 - “What specific job related strengths will you bring to the job?”
 - “Describe what job related self improvement or development you may need.”
- Ask follow-up questions as appropriate.
- Ask the interviewee if he or she has any questions.
- Explain to the interviewee the next step in the selection process.
- Thank the candidate for his or her time.
- Retain all documents to follow state retention plan.

Source: **A Tool Kit for Human Resource Professionals, Administrators, and Committee Members** – CUPA-HR (College and University Professional Association for Human Resources) by Christopher D. Lee, Ph.D., SPHR

