

Phone Interview Questions & Answers

Cheat Sheet



NOTE : Below you will find 5 of the most common questions that you could be asked during a phone interview, and an example answer for each one! Use the example answers as a guideline, but you'll want to build your answers around your own situations and experiences.

The great thing about a phone interview, is once you have prepared your answers you can keep them nearby to reference doing your interview. So have a look at the example answers below and start preparing your own answers!

Question 1

Why are you leaving your current position?

A

"It has become clear to me after several years that my promotion possibilities are limited and that I'm at a plateau that is not going to change. I see that your firm has several women in senior management, and I admire your commitment to diversity and fairness. In fact, one of the reasons I became so passionate about working here is because I discovered your "workplace standards initiative". I've never come across a firm that has done so much for creating such a welcoming and diverse work environment and I'd like to contribute in any way I can. "

Question 2

What are your salary expectations?

A

"If it turns out that I'm the candidate you hire for this position, I'm sure we'd be able to reach a mutually agreeable salary as I'm willing to be flexible. Can you give me an idea as to what the budgeted salary range is?"

Question 3

What is your five year plan?

A

"I know that the next five years are going to bring huge changes in technology and advances in science and I want to be a part of those changes. I'd like increased responsibilities that also bring opportunities to not only use my talents but learn new skills as well. Within five years I'd really like to be able to move into a supervisor position and in ten I'd like to see ideas that I've helped conceptualize and shape become a reality. I would hope that my time spent and dedication to whatever I am doing is considered valuable and that my desire to continually improve and succeed is encouraged. I would like to grow along with the company I'm working with and I look forward to not just a job, but a long and satisfying career."

Question 4

Why do you want to work here? Or why do you want this position?

A

"The main reason I want to work for Barrett, Fortis and Keller is that your firm aligns perfectly with why I became a lawyer in the first place: to make sure there was someone championing ethical standards in this field. As a lawyer, we often walk the fine line between winning a case and doing the right thing which is why I admire the way you have managed to balance ethics and winning so successfully."

Question 5

Do you have any questions for me?

A

This is where you definitely want to have some good questions prepared to ask the interviewer. Here are a couple good ones you can try:

What are the next steps in the interview process?

What are the performance expectations for this position?

Will I be working with a team and if I am, can you tell me a little about each of them?

Can you tell me what you love the most about working here?