

## **PHONE INTERVIEW STRUCTURE**

### Interviewer Introduction:

- Interviewer: "Hello [Candidate's Name], this is [Interviewer's Name] from [Company Name]. How are you doing today?"
- Candidate: [Response]
- Interviewer: "Great! Thanks for taking the time to speak with me. I'd like to ask you a few questions to get to know you better and see if you're a good fit for our company. Is this a good time for you?"

### 1. Ice-Breaker / General Introduction

- Interviewer: "To start, can you briefly introduce yourself and give me a bit of background about your professional experience?"
  - (Goal: Get a brief overview of the candidate's work history and personality)

### 2. Motivation & Interest in the Role

- Interviewer: "What made you interested in this position at [Company Name]?"
  - (Goal: Understand the candidate's motivations and whether they've researched the role and company)

### 3. Skills & Experience

- Interviewer: "Can you tell me about your most recent role and how your experience there relates to this position?"
  - (Goal: See if their experience aligns with the job requirements)

### 4. Problem-Solving & Challenges

- Interviewer: "Tell me about a challenge you faced in your previous job and how you overcame it."
  - (Goal: Assess problem-solving and resilience)
- Interviewer: "How do you handle tight deadlines or multiple projects?"
  - (Goal: Gauge time management and organizational skills)

### 5. Work Style & Teamwork

- Interviewer: "Do you prefer working independently or as part of a team?"
  - (Goal: Understand their work style and if it fits the company culture)
- Interviewer: "Can you give me an example of a time when you worked closely with a team to achieve a goal?"
  - (Goal: Test collaboration and teamwork abilities)

## 6. Adaptability & Growth

- Interviewer: "How do you stay current with industry trends and continuously improve your skills?"
  - (Goal: See if they are proactive about learning and staying up-to-date)
- Interviewer: "Can you describe a time when you had to adapt to a significant change at work?"
  - (Goal: Assess adaptability and flexibility)

## 7. Career Goals

- Interviewer: "Where do you see yourself in the next 2-3 years?"
  - (Goal: Understand their career ambitions and whether they align with the company's growth)

## 8. Availability & Final Logistics

- Interviewer: "What's your availability for starting this position?"
  - (Goal: Understand their timeline for joining)
- Interviewer: "Do you have any questions for me about the role or the company?"
  - (Goal: Give the candidate a chance to clarify any doubts or show further interest)

## Interviewer Conclusion:

- Interviewer: "Thank you so much for your time, [Candidate's Name]. It was great speaking with you. We'll be reviewing your application and will get back to you shortly with the next steps. Have a great day!"