

I'm not robot!

Phone Interview Guide

Job Title: Staff Support Associate II Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Candidate: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Interviewer: \_\_\_\_\_

Opening the Phone Interview

- Introduce yourself.
- Clarify the reason for the call and confirm the candidate is still interested in the position. **Example:** "During this phone interview I would like to learn more about your skills and abilities as they relate to the Staff Support Associate II position with the Department Name, as well as provide you with additional details about this opportunity. Are you still interested in this position?"
- Ask the salary question. **Example:** "This position was placed with a minimum salary of \$12.12/hour and a maximum of \$18.86/hour. However, this is the true lifetime minimum and maximum of the position. Moving departments determine salary based on factors which include experience, education, and departmental budget. Our goal is to ensure equal pay for the same grade. A more realistic salary range that we would be able to offer is \$12.12/hour to \$14.10/hour. Is this acceptable? If the candidate answers "yes" then continue with the interview. If the answer is no, skip to the closing. Yes/No
- Set time frame for call. **Example:** "I expect this call to last no longer than 20-25 minutes."
- Explain where you are in the hiring process. **Example:** "A total of 452 candidates have applied for this position. I am in the process of conducting phone interviews with 25 applicants."
- Clarify any questions/concerns from application materials (i.e. application, resume, cover letter).
- Give a brief description of how the interview will flow. **Example:** "I will ask you a few behavior based questions. I am looking for specific examples of skills from your past experience, your role, any action you took, and the outcome of the situation you were in. Then we will talk more about the job and the university. At the end of the interview, I will give you an opportunity to ask any questions you may have. Are you ready?"

The Interview

Key Background Review

Position Title: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Major Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Title: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Major Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8/13/2014

## Self-Introduction In Interviews

Include examples of your **key strengths** and achievements which relate directly to the requirements of the new job, and try to demonstrate **personal qualities**; the type of person you are is often more important than just ability to do a job.

Rehearse: If it sounds false it will set the alarm bells ringing and the rapport will be destroyed.

The interviewer needs to identify the best candidate to hire, who is also the **best fit** in terms of both personality and technical ability.

Also remember that they may **need to justify** their decision to hire you, to someone higher!



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**EDUCATION**  
M.D. - Belarusian State Medical University, Minsk, Belarus (former USSR)

**WORK HISTORY**  
Employer: Principal Medical Scientist /Manager  
17/Abbott  
2007 - 2010  
Clinical Medical Sciences  
• Cardiovascular, gynecology oncology.  
• Provided medical and scientific input in the design phase of clinical trials for development of trial objectives, clinical endpoints, inclusion/exclusion criteria, safety triggers, and statistical analysis plan.  
• Developed drafts of presentations to senior management.  
• Developed content and composition of medical education presentations for project teams.  
• Provided medical monitoring of a renal stent trial during the followup phase, including review of adverse event coding, safety summary reports, final clinical study reports, approval of medical monitor reports.

Employer: Pediatric Nephrology/Cardiovascular  
Thrombosis Laboratory  
2002 - 2007  
Pediatrics, Biology Pediatrics  
• In vitro models of glomerular vascular and renal diseases  
• Activation of glomerular vascular endothelial and proximal tubular cells with the shiga like toxin with the goal of application in drug development for treatment of the hemolytic uremic syndrome o Biology of the Tissue Factor on an activated endothelium with the goal of application in drug



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