



# The ultimate list of phone interview questions

Turn phone interviews from awkward to awesome by keeping this bank of phone interview questions at the ready.

Sure, phone interviews can be full of awkward “no, you go”, “no, no - what were you saying?” back-and-forths. However, when structured properly, phone interviews can be a fantastic asset to both your company and the candidate.

The key to unlocking these benefits is in the preparation. Before we hop into the list of questions, let’s explore the pros of phone interviews for both the company and the candidate.

## For companies

- It's efficient
- Ability to speak with multiple candidates in a short time
- No travel costs
- Verify quick, direct questions about the candidate
- Allows you to address salary and role expectations up-front

## For candidates

- No need to take off work
- Less stress as they are in their own environment
- Easier to organize than an in person interview
- No travel costs
- Saves time



## 5 rules for telephone interviews

As with any type of interview, there are rules and guidelines to follow to ensure maximum productivity. A call without a strategy is just a catch-up. So, be sure to adhere to the basic telephone interview rules:

### 1. Prepare your questions in advance

Nothing says “unprofessional” like long silences on the hiring manager’s end. Pick out and highlight the questions you will ask from this list.

### 2. Allow your candidate to warm up first

Ease the candidate’s nervous with a friendly chat before diving in. This could be small talk about the weather, or an ice-breaker question.

### 3. Explain what your candidate can expect during the call

Set expectations with how long the call will last, how many questions you will ask, and what you’re looking for.

### 4. Explain the next stages.

Make sure the candidate knows when and how you will contact them next. Be sure to clarify the next stages of the recruitment process.

### 5. Give the candidate the opportunity to ask questions.

This interview is more than just an opportunity for you to ask the candidate questions. Instead, see it as a place for the candidate to also ask you questions! Be prepared with the answer to common questions about the role, the process, or your company. This opportunity for clarification will improve their candidate experience.

## 42 phone interview questions

### Strengths and weaknesses:

- What would you say are your 5 biggest strengths?  
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- What would you say are your 3 biggest weaknesses?  
\_\_\_\_\_
- What's one thing you're most proud of in a previous position and why?  
\_\_\_\_\_
- What are 3 parts of your personality that will be a valuable asset to our company?  
\_\_\_\_\_
- If you could improve on one area of your working life, what would you choose and why?

### Current employment:

- Can you describe your current job responsibilities?  
\_\_\_\_\_
- How would you describe your time at your current organization?  
\_\_\_\_\_
- Why are you planning on leaving your current role?  
\_\_\_\_\_
- What's the biggest lesson you have learned since working for your current employers?  
\_\_\_\_\_
- How will your current job responsibilities compliment this job role?

### Assessing culture add

- Tell me a little bit about you? What's your main motivation in life?  
\_\_\_\_\_
- How would your friends describe you in 3 words?  
\_\_\_\_\_
- And how would you describe yourself in 3 words?  
\_\_\_\_\_
- What kind of working environment do you thrive in?  
\_\_\_\_\_
- When you're a part of a team, what role do you find yourself playing most frequently?  
\_\_\_\_\_
- What is the single most important component for making sure you're happy at work?  
\_\_\_\_\_
- What are your hobbies and interests?

## 42 phone interview questions (continued)

### Experiences ("tell me about a time...")

- Tell me about a time where you achieved something for your team

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- Tell me about a time you felt under pressure and how you handled it

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- Tell me about a time you handled sensitive information and how you kept it safe.

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- Tell me about a time you felt particularly challenged. How did you learn from it?

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- Tell me about a time you made a mistake. How did you learn and grow from it?

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- Tell me about a time you're most proud of. Why are you proud about it?

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- Tell me about a time where your organization skills were used to their fullest.

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- Tell me about a time where you lead a team well.

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- Tell me about a time where you made a considerable change for your company.

### Suitability for the role

- Based on the job description, can you explain what you think this role entails?

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- How do you think you'll be able to contribute toward our brand ethos?

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- What made you want to apply to work at our company?

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- How do you feel your experience will help with the daily responsibilities you'll have if you were to be successful?

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- How will you succeed in this role?

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- What could we do, as managers, to support you if you were successful?

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- Talk me through your resume. Which skills do you feel will transfer best to this role?

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- If successful, when would you be available to start? What's your notice period?



## 42 phone interview questions (continued)

### Sourcing feedback

- How did you discover this vacancy?  
\_\_\_\_\_
- What made you want to apply to our company?  
\_\_\_\_\_
- Based on our careers site, what do you expect our company to be like to work for?

### Further questions

- Is there anything in the job description that you need further clarification about?  
\_\_\_\_\_
- What are your salary expectations?  
\_\_\_\_\_
- Do you have any preferences in terms of working environment?  
\_\_\_\_\_
- Do you have any questions for me?

And there you have it! 42 questions to use in a phone interview.

**Good luck chatting with your candidates!**

