Other Potential Questions for Use in Telephone Interviews

Learn About Past Company and Job

What was the size of the organization where you last worked in terms of revenue and employees?

What were the organization’s primary products and markets?

If you had direct reporting staff, how many people reported to you – what were their positions?

If the candidate is not currently working, why and when did you leave your most recent position?

How have you spent your time since you left your most recent position?

Determine the Candidate's Degree of Success

How did your most recent position support the achievement of the mission and goals of your employer?

In your previous position, what do you consider your greatest accomplishment(s)?

What were your most significant failures?

How would your supervisor and coworkers describe your work?

What is your reason for leaving your current position?

If currently employed, what would need to change at your current position for you to continue as an employee? (Or, what in your current position has caused you to seek new employment?)

Determine Candidate's Work Environment and Cultural Needs

Describe your preferred work environment.

Describe the management style you exhibit and prefer.

What must exist in your work place for you to be motivated and happy?