

Phone Interview Example Questions
XYZ, Assistant Professor-- PCN#xxxxx

Below are examples of questions to ask during a phone interview. You do not have to ask all of the questions below, but you must ask each interviewee the same questions.

Names of interviewers: _____ and _____

Candidate name: _____

Date and time of call: _____

(Introduce ourselves). Thank you for agreeing to talk with us about the _____, Assistant Professor position. Our conversation should last 10 to 15 minutes.

First, allow us to provide some information about our institution and department. William Paterson University has approximately 11,500 students. The Department of XXXXXX has XXX majors. We offer XX and XX degrees. The XXXXX Department currently has XX tenure track faculty who are well-represented by a faculty union. Both teaching and research are important, but our research component is smaller than our teaching component. In general, faculty teach 12 credits per semester. Faculty are also expected to provide service to the department, college and university. Tenure decisions are based on teaching, scholarly achievement and service to the department and community.

1. Describe how your skills and goals match our open position? How would your skills and experiences enhance our program?

2. What experience do you have in developing undergraduate/graduate courses?

3. What is your ideal ratio of time devoted to teaching, versus time devoted to research or scholarly activities?

4. Briefly, what research or scholarly activities would you pursue at William Paterson?

5. Please describe how you have incorporated undergraduates into your research or scholarly activity program. What worked well and what might you change in the future, if necessary?

6. Please describe an incident in which you encountered a difficult situation and what role did you play in resolving that situation?

7. The start date for this position is XXXXXXXXXX. Would you be able to start on that date?

8. Are you and/or will you be legally authorized to work in the United States by XXXXXXXXXX?

9. (If ABD): Ask the candidate to predict the date of degree conferral.

10. What questions do you have for us/me?

On behalf of the faculty at William Paterson University, we want to thank you for submitting a high-quality application and for taking time to talk with us.