

Phone Screening Interview Questions And Answers Guide.



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Phone Screening Job Interview Preparation Guide.

Question # 1

What is phone screen interview?

Answer:-

When you've narrowed the applicant pool, call each candidate for a brief phone screen interview. This can eliminate time-consuming meetings with those who, despite strong resumes, don't meet all your needs. Even hearing the answers to quick phone screen interview questions often provides a sense of whether the person is likely to fit in with your team. Because these discussions are relatively, they may provide a more accurate idea of the candidate's interpersonal skills than a formal, rehearsed interview.

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Question # 2

How to take phone screen interview?

Answer:-

Be sure to raise any concerns you jotted down when you first reviewed the candidate's resume, such as the omission of an important technical skill or a mysterious employment gap. If the candidate's answers to your phone screen interview questions don't resolve your concerns, you've saved yourself the time involved with an in-person interview.

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Question # 3

How long to devote in phone screening interview?

Answer:-

Typically takes between 15 and 30 minutes to ask all pertinent phone screening interview questions. The key is to be consistent with your questions so that you can fairly compare job hopefuls. Overall, using phone screen interview questions to evaluate candidates is a great next step once you've narrowed the resume pool.

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Question # 4

How to conduct phone screening job interview?

Answer:-

Although interviewing is a relatively common task for virtually every business, it should not be taken lightly. Learn how to structure your interviewing process so it is as effective as possible.

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Question # 5

What questions should be considered in phone screening interview?

Answer:-

There are so many different questions you could ask when interviewing a job candidate, how do you know which ones are most effective? Learn about the many types of questions, when to use certain interviewing questions and pitfalls to avoid.

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Question # 6

How to asked interview questions?

Answer:-

Find the top five interviewing questions to ask a job seeker and advice on interpreting the answers.

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Question # 7

How to behave with interview mistakes?

**Answer:-**

It's easy to get sidetracked by a variety of factors during the interviewing process. Discover the largest pitfalls for interviewers and how to avoid them.

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Question # 8

What is panel interviews?

Answer:-

Most effective methods for carrying out is panel interview and when you might want to use them as part of your interviewing process.

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Question # 9

What are the five deadly sins of interviewing job candidates?

Answer:-

The job interview is one of the best ways for evaluating whether a candidate will fit in at your organization and whether he/she has the skills necessary to succeed. Don't make these five mistakes when conducting interviews.

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Question # 10

Is it possible to check references in phone screening?

Answer:-

It can be difficult these days to get the information you need out of a candidate's listed references.

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Question # 11

How to negotiate salary?

Answer:-

It's important to be prepared for salary negotiation after you have made a hiring decision and job offer.

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Question # 12

What are your strengths?

Answer:-

* You have the specific technical skills needed to do the job well.

* You have a problem-prevention-and-solution mindset.

* You are fully aware that the product of your work (that sale, that accounting report) in turn becomes part of someone else's work. You understand your work is one small but important cog in the complex machinery that helps the company make money.

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Question # 13

Describe the most important thing that you're looking for in a company/job?

Answer:-

The answer should never be more money!!! Even if that is the real answer! The correct answer should be; a new challenge with an opportunity for growth and development. Employers truly want candidates that can offer an immediate impact on their business, including applicable skills, education and experience, but also candidates that are interested in new challenges and want to continue to develop and grow within new work environments.

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Question # 14

What questions should not to ask on a phone interview?

Answer:-

* Will I have to work overtime?

* Are the working hours flexible?

* Can I work from home?

* Does this job require that I pass a Drug and Background check?

* How much does this position pay?

* What type of health insurance does the company offer?

* Is there public transportation in the company's area?

* How many weeks of vacation time/ sick time do you offer?

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Question # 15

What size of groups do you work in and do you have any group size preferences?

Answer:-

This is a question to see how comfortable you working with other people. It is always best to be honest, with the employer and yourself. If you really don't like working in larger groups or around lots of people then let them know... Maybe the job isn't an exact fit for you and that's OK because there will be many other



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opportunities out there that may provide you with your ideal work environment. Phone interviews and in person interviews are also a perfect opportunity for you the candidate to be interviewing the employer, to verify if their company/job is best for you!

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Question # 16

List some steps for the success of phone screening?

Answer:-

Follow these steps to phone screen success:

- * Make sure you have a professional sounding outgoing voice mail message.
- * Express appreciation for the call.
- * Make sure it is the right time and place.
- * Be sure you are speaking on a landline.
- * HAVE your resume, notes and date book in front of you.
- * Be an active listener.
- * Expect elimination questions to come first.
- * Avoid verbal tics.
- * Earn your 15 minutes in the spot light.
- * Inquire about next step.

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Question # 17

Why would you make sure you have a professional sounding outgoing voice mail message?

Answer:-

Imagine you are an employer looking to find a responsible employee to fulfill a management position. How do you think you would react to an outgoing message of your promising candidate singing, can not get to the phone? You probably would not even bother leaving a message. The moral of this story: Record a professional-sounding message on your voicemail with no singing, no gimmicks and no slang.

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Question # 18

How would you express appreciation for the call?

Answer:-

Even if you are caught completely off guard by the call, be welcoming and enthusiastic. Hello, I am so glad you called. Smile when you say it, the person at the other end of the phone can not see your expression but will be able to hear the warmth in your voice.

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Question # 19

Why do you have to be sure you are speaking on a landline?

Answer:-

A poor cell phone connection can leave both parties feeling frustrated and you do not want to inadvertently hang up on your interviewer. If you are speaking on your cell phone, ask if you can call your interviewer right back on your land line.

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Question # 20

Why to have your resume, notes and date book in front of you during the phone screening?

Answer:-

Your interviewer may ask you specific questions about your work history and giving vague answers will not make a good impression. The phone screen is like an open-book exam.

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Question # 21

Why should you be an active listener?

Answer:-

Hear out your interviewer's questions in full, without interrupting and make sure you ask follow-up questions for clarification if need be. Your interviewer cannot see you nod and may interpret your silence at the end of the phone as a dropped line, so be sure to interject the occasional active listening cues, such as: "I see," "right," "okay," "that is interesting," and "absolutely."

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Question # 22

How would you make sure it is the right time and place?

Answer:-

Maybe you get the call while you are at work, with your boss breathing down your neck or the phone rings when you are out with friends or walking home from class. If the interviewer catches you at a bad time and asks, Is this a good time to talk? your response should be something along these lines: "Actually, is there a time I can reach you tomorrow or the day after? I am very interested in the position and I want to give you my undivided attention but I am afraid now is not the best time. Make plans so you can receive the call in a quiet place where you will not be interrupted.

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Question # 23

How would you expect elimination questions to come first?

Answer:-

Unlike in-person interviews, phone interviews often cut right to the chase, without a lot of preliminary chitchat. Prepare for tough, awkward questions to be asked right away, such as:

- * Why do you want to work for us?
- * Why did you leave your previous job(s)?
- * What are your greatest strengths and weaknesses?
- * What is one problem you wish you had handled differently at your last job?
- * What traits do you like most and least in a supervisor?
- * What salary would you expect in this position?

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Question # 24

Why should you avoid verbal tics while phone screening?

Answer:-

You know how some people, when they are, like, all nervous and stuff, say things in a way that, ummm, makes them sound, you know, kind of, well, less than professional? Be aware of your verbal mannerisms on the phone since your interviewer will have few other cues by which to judge your professionalism.

Another verbal tic that interviewers tend to associate with younger, less experienced candidates is "upswing," a tendency to have the cadence of the voice rise as though every sentence (or portion of a sentence) ends in a question mark. With upswing, this statement sounds much more dubious and less impressive than if you said it using a more factual, even cadence.

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Question # 25

How can you earn your 15 minutes in the spot light?

Answer:-

With in-person interviews, most interviewers will grant you at least 15 minutes out of sheer politeness but over the phone, interviewers feel much freer to abruptly terminate interviews that do not seem promising. So do not save your best stories for last-make a favorable impression early on.

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Question # 26

Why do employers use phone screening interviews?

Answer:-

Here are a few reasons for which employers use phone screening interviews:

- * Narrow the applicant pool
- * Efficiency and cost
- * A step prior to an in-person interview

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Question # 27

How to narrow the applicant pool?

Answer:-

When employers receive many applications for an open position, they need to narrow the applicant pool. Obviously, first they screen resumes and cover letters to narrow the field. Contact by e-mail can be an efficient way to further narrow the pool (they can see who responds and who follows directions). Phone calls can be a next step to further narrow the pool.

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Question # 28

What is efficiency and cost in phone screening interview?

Answer:-

Obviously a phone call is easier and much less costly than an in-person interview, especially if travel is involved for you and/or the employer for an in-person interview.

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Question # 29

What is a step prior to an in-person interview?

Answer:-

A phone interview or screening usually does not take the place of an in-person interview. It is simply a means of learning more about the candidate, and letting the candidate learn more about the employer and the position, before both parties commit to the time and expense of an in-person interview.

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Question # 30

Why do you expect to be called when you give your number to anyone?

Answer:-

The moment you in any way make your phone number available to an employer whether on your resume, an e-mail, an online application, etc. You should be



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prepared for the possibility of receiving a call from an employer.
Do not be surprised. Do be prepared.
Bottom line is that at any time you may be evaluated on your telephone conduct.

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Question # 31

Why to be sure about your own voice mail?

Answer:-

Obviously a caller can reach your voice mail, so be sure it is appropriate, meaning simple and with your name clearly stated so the employer knows s/he is reaching the intended person and thus may be more likely to leave a message.

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Question # 32

How would you decide to answer your phone?

Answer:-

If you are not in a situation appropriate to receive a call from an employer (noisy location, or quiet location in which you should not be speaking on the phone), let the incoming call go to your voice mail. Return the call promptly in an appropriate location.

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Question # 33

How would you handle if answered your call and time was inconvenient?

Answer:-

If you do answer your phone and the employer has reached you at a time when you can not speak with him/her, it is perfectly appropriate to politely explain this and offer to call back at a time convenient to the employer. Example:
I am so sorry I am not able to talk with you now. Is there a time I can call you back at your convenience?

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Question # 34

Will the employer call you or are you expected to call the employer?

Answer:-

Most likely the employer will expect to call you, but do not assume, ask if that is not made clear.

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Question # 35

What is the approximate time will the interview last?

Answer:-

It is reasonable for you to know this before you commit, you may need time to get to a class or a job. You do not want to feel or seem rushed during the interview because you did not know how long it would last.

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Question # 36

Will you be speaking with one person or more than one?

Answer:-

If more than one person is speaking and listening to you on the employer's end, this can involve a conference or speaker phone, which can interfere with sound quality.

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Question # 37

Is this strictly a phone/audio interview or a video interview?

Answer:-

If it is not strictly audio, then you need to be concerned with all the same personal appearance and conduct issues that are judged in an in-person interview.

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Question # 38

How would you schedule in advance for phone screening interviews?

Answer:-

In some cases, the employer will contact you (by phone, e-mail, etc.) to set a specific time to conduct a phone interview. When you agree to that scheduling, you are committing to a business appointment and you should be fully prepared.

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Question # 39

What things you should do before you give your phone number to anyone for phone screening?

**Answer:-**

Before you give your phone number to anyone:

- * When you give your phone number, you expect to be called.
- * Your own voice mail.
- * Deciding to answer your phone.
- * Answering and inconvenient timing.
- * For scheduled-in-advance phone interviews.

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Question # 40

Why should you inquire about next step at the end of phone screening?

Answer:-

When the interviewer takes steps to conclude the interview by thanking you for your time or asking whether you have any additional questions, respond with, I am very interested in the position and I would like to know about the next steps in the hiring process. Could we set up a time to meet in person?

Even if your interviewer does not seem particularly enthusiastic during the interview, you should still ask HR reps in particular are trained to give as little indication of interest as possible, to test your perseverance and to avoid raising any candidate's hopes prematurely. If your interviewer declines your offer to set up an interview on the spot, ask when you should follow up.

Finally, enthusiastically thank your interviewer again for taking the time to call. Your graciousness, appreciation and interest will leave a positive impression.

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