**TELEPHONE INTERVIEW QUESTIONS**

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| **POSITION INFORMATION** | |
| Date: |  |
| Budget Position Number: |  |
| UW System Title: |  |
| Candidate Name: |  |
| Reviewer Name: |  |
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| **SAMPLE QUESTIONS** | |
| It is highly encouraged that all interviews include at least one question related to the candidate’s commitment to inclusivity and equity. Please see [Inclusivity and Equity Interview Questions](https://www.uwgb.edu/UWGBCMS/media/hr/recruitment-resources/InclusivityandEquityInterviewQuestions.pdf) for sample questions. For other available sample questions (general and/or specific to the position), please contact Human Resources at [hr@uwgb.edu](mailto:hr@uwgb.edu) or ext. 2390.  The telephone interview is a common and effective way to perform a secondary screening. It allows the applicant to get a general sense of UW-Green Bay as an employer and determine continued interest in pursuing this opportunity. It allows the employer to determine if the candidate's qualifications, experience, workplace preferences, and salary needs are congruent with the position and organization. The telephone job interview eliminates unlikely candidates. | |
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| **ROUTING** | |
| Recruitment Chair sends form electronically to designated approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) ↓  Designated Approver sends an email indicating approval to Recruitment Chair (cc: hr@uwgb.edu and Admin Support) | |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | |