Faculty Telephone Pre-Screen Form | 2011

Phone screens are a quick, efficient way to explore applicant experience beyond what's listed on their resume and application. Since face-to-face interviews are time consuming, a phone pre-screen can be a useful tool in cutting down your list of potential interviewees. Base your questions on the qualifications and responsibilities listed in your requisition in addition to some behavioral or situational questions. Use this as an opportunity to verify that the applicant meets your required qualifications.

Sample Phone/Video Interview Questions (30-Minute Phone Interview)

Welcome & Introductions of everybody on the call
Discuss vitae/experience (if anything needs clarification or elaboration)

Questions for Candidate:
1. How does your work fit in with the approach of the department? The college? Drexel University?

2. What interests you about this position? What motivates you to consider leaving your current position?

3. How would your work expand upon the department's current areas of focus?

4. How will you balance all functions of a faculty member/administrator? What percentage of time do envision in scholarly work, teaching, administration, artistic activities, community engagement/clinical work?

5. The college focuses on scholarly work, teaching, artistic activities, and community engagement/clinical work. Let's look at those areas:

   a) Tell us about your experience teaching with undergraduates and graduate students. Specifically, please tell us about your experience with doctoral/masters level programs, curriculum design, accreditation, and advising graduate students.

   b) How would you define your area of scholarship or artistic engagement as it has developed over your career? Tell us about your work. How will it continue at Drexel? How would it be funded?

   c) Tell us about your experience working with the community/clinical work. If you plan to continue, how will it be funded?

6. If the position involves administrative responsibility, it is helpful to ask:

   a) How would you describe your management style?

   b) How do you feel about "growing" a department or program?

   c) What was your most challenging personnel problem and how was it resolved?

d) How would you characterize your work with teams? With peers? With students? Administrators? Staff? Community members?

e) What, in your opinion, are some of the attributes of an optimally functioning academic department or college?

f) What would you say are your administrative strengths? What about your administrative weaknesses?

g) How have you supported the growth of your direct reports? How will you support the growth of junior faculty, including those outside your area? How have you supported the growth of women/underrepresented minority faculty/staff who report to you?

At the end of the call, offer to answer the candidate's questions and thank the candidate, providing a timeframe for when the candidate will hear back.