

NAME: _____



PHONE INTERVIEW SIMULATION

INTERVIEWER SCRIPT

Directions: When you are in the role of the candidate, or interviewee, use the script and your personal answers below to move through the phone interview.

"Hi, my name is _____ and I'll be doing your phone interview today."

Let your candidate say hello to you and introduce themselves. Then say:

- "Let me start by telling you a little bit about our company and the position you are interviewing about. Our company was founded 10 years ago. We are passionate about providing high quality websites to local businesses. We work with small local businesses in a one-on-one setting to build them the best possible website for their company. The role we are interested in you for is a front-end developer. As a front-end developer you will be responsible for creating beautiful interfaces for the websites we develop. We are looking for candidates who are passionate about programming, coding, and graphic design. We are particularly interested in candidates with self-starting attitudes and a willingness to learn new skills. Now that I've had a chance to let you know about us, tell me a little bit about yourself. Why are you interested in this role and what led you to our company?"

Let your candidate tell you about themselves and their experience. Choose two or three points and ask follow up questions such as:

- "I noticed you said you have experience with _____, can you tell me more about that?"
- "You mentioned you have a passion for _____, how will that passion help you in this position?"
- "You said you've been learning _____, can you give me more information about that? How will that make you stand out against other candidates?"

After your follow up questions, ask the candidate:

- "Do you have any questions for me?"

Your candidate should have at least two questions for you. Answer them as best you can.

Then end with:

- "Thank you so much for taking time out of your day to talk to me. If there are no more questions I can help you with, please let me know. Otherwise, it was great to talk to you! Keep an eye out for an email from our hiring department that will let you know the next steps in your interview process. Thank you again, and have a wonderful day!"

NAME: _____



PHONE INTERVIEW SIMULATION

CANDIDATE SCRIPT

Directions: When you are in the role of the candidate, or interviewee, use the script and your personal answers below to move through the phone interview.

Let your interviewer say hello to you.

"Hi, my name is _____. Thank you for taking time out of your day to have this phone call with me!"

Your interviewer will begin telling you about their company and the role you will be interviewing for. Keep note of what they are saying so that you can reference it again when you get the chance to ask questions later. When the interviewer asks "Why are you interested in this role and what led you to our company?", then you say:

- "Sure! I have a background in _____
 - Additionally, I am good at _____
 - I am passionate about _____
 - I was drawn to your company and this position because _____
 - I am the best candidate for the position because _____
-

Answer any follow up questions your interviewer may have to the best of your ability. When prompted, ask your own questions. Choose from the following, or make up your own.

- "What would set me apart from other candidates in my next interview?"
- "What does a day in the office look like? Will I have a team, or do mostly independent work?"

Your interviewer will answer your questions to the best of their abilities. Keep in mind that the phone interviewer might not have all of the answers. It is important to stay professional. Your interviewer will say thank you for talking to them, which indicates the interview is over. Before they leave, thank them back:

- "I wanted to say thank you again for taking time out of your day to have this phone interview with me. I really appreciated learning about your company and getting a chance to talk to you! I look forward to hearing back from you soon. Have a great day, goodbye!"