

# CAREER AND LIFE PLANNING EXERCISE



AIM

## Preparing for a Phone Interview

Phone interviews are the gateway to the in-person interview. Make the cut!

# Preparing for a Phone Interview

In this exercise you will learn how phone interviews are used as a primary screening tool to narrow the applicant pool and interviewing strategies to better position yourself to successfully navigate your way to an in-person interview.

## Objectives:

By the end of this exercise the participant/candidate will be able to:

- Utilize the tool in a phone interview setting to acquire the information the candidate needs to assess the fit of the organization to their needs and interests:
  - ✓ Assess the tool as written for use based on research of the prospective employer and information they need to complete their assessment.
  - ✓ Identify key categories and questions to modify the tool for use based on research of the organization to obtain the information they need to acquire in a phone interview setting.
  
- Apply the concepts and principles for utilizing the tool to better position the candidate for an invitation to an in-person interview:
  - ✓ Analyze background research and identify relevant gaps in the information they seek that can be addressed in a phone interview.
  - ✓ Demonstrate competency and proficiency in phone interview techniques.
  - ✓ Implement the use of the tool to guide participation in the phone interview process.



# Preparing for a Phone Interview

## How to Use This Tool:

1. Review the tool to become familiar with the general structure and mechanics of the tool. Note the sample topics that have been identified in the left column. The right column is made available for notes based on the responses provided by the potential employer.
2. After completing your research on the potential employer, identify the topical categories and questions you specifically want to address during the phone interview and insert them in the left column boxes.
3. Rehearse your ability to use the tool in mock phone interview settings. You will need to be able to masterfully ask questions from the tool as the conversation develops and/or when the interviewer turns the interview over to you for questions, depending upon the interview format they (the interviewer) implements.
4. Refer to the resource(s) below for additional assistance in your preparations:

TITLE	RESOURCE NO.
<a href="#">Sample Interview Questions to Ask the Employer</a>	S-13



# Preparing for a Phone Interview

Name of Potential Employer: _____	Write down answers from the potential employer below
<b>Evaluating Autonomy:</b> <input type="checkbox"/> What is the philosophy of the group / hospital and / or organization?	
<b>Evaluating Financial Compensation:</b> <input type="checkbox"/> Can you tell me how the compensation is structured? <input type="checkbox"/> Is there a productivity formula? <input type="checkbox"/> Is there a starting salary?	
<b>Evaluating Quality of Life:</b> <input type="checkbox"/> Can you describe a typical work week?	
<b>Evaluating Quality Care and Performance:</b> <input type="checkbox"/> What are the patient goals at your hospital / group? <input type="checkbox"/> Are there any new systems that will be coming to impact & improve patient care?	



# Preparing for a Phone Interview

Identify the topical categories and questions you specifically want to address during the phone interview and insert them in the left column boxes. The right column is made available for notes based on the responses provided by the potential employer.

Name of Potential Employer:	Write down answers from the potential employer below:

