

Phone Screen Questions

Thank you for meeting with me. I would like to take the time today to ask you some questions about your work history and interests in the role. I can also answer some questions you may have.

As the job description states we are looking for an [position] that would provide support to the [team]. This role would entail [summarize key responsibilities] administrative support but also have the ability to be exposed to enrollment and finance processes within higher ed as they would be directly supporting in projects, budgets, taking meeting notes, and providing customer service.

Why are you interested in working at CCA and what stands out to you about this position?

Please summarize your career and why you feel your experience is well suited to our needs

What are the three most important things to you in a job?

What do you feel are important skills to have as an XXX?

Describe how you have [pull from minimum qualifications]?

How would you rate your proficiency in the following areas?

- microsoft word, excel
- gmail
- Note taking
- Calendaring
- processing invoices
- Communication skills
- Professional skills
- Organization skills
- Time management
- Shifting priorities/handling pressure/fast paced environment

Want to share some details of the position to ensure you are aware of. As our campus is in SF this position has been classified as XX are you okay with this?

If i may ask, what are your salary expectations?

The compensation for the position is \$XX

Provide an overview of timeline and next steps on the interview process.

ADDITIONAL UNIVERSAL QUESTIONS:

How do you handle shifting priorities?

Please give me an example of a time when you had to work in a fast-paced environment.

Please give me an example of a time when attention to detail was very important.

Tell me about a project that was particularly challenging. What were the challenges and how did you overcome them?

Please give an example of a time [insert technical competency question here]

Tell me about a time where you were given complex instructions that you did not understand? How did you go about that?

Describe a time when you went beyond your job requirements to achieve an objective. What did you do? What happened?

Note the minimum qualifications here to ensure they are met