**Telephone Interview Outline**   
(for potential Postdocs, Technicians, Staff Scientist, etc.)

Reproduced from: *Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty* by Howard Hughes Medical Institute

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions** (use open ended questions and ask for examples)

1. To see if we might fit, give me an idea of what you are looking for:
2. What are your goals for this position? (Short-term expectations, long-term plans)
3. Tell me about yourself as a scientist
   1. What are your strengths?
   2. What are your weaknesses?
   3. What do you want to learn?
   4. What are you looking for in a supervisor?
4. What is your preferred interaction style?
   1. With me (supervisor)
   2. With others
   3. On joint projects (collaborations)
5. Timing
   1. What is the status with your current position?
   2. When do you think you could start a new position?
6. What is your visa status (if applicable)

**PI’s Comments** (talking points you may want to include during the phone interview)

1. Background, interests, goals
2. Current ongoing projects
3. What I am looking for
4. What I expect (enthusiastic, interested, communicative, a hard worker, responsible, organized etc.)
5. What I will offer (be there, help, communicate, support career with communication about goals, funding for x amount of time)
6. Information about the university, department, and town
7. Any timing and/or constraints