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
 - a. What are your strengths?
 - b. What are your weaknesses?
 - c. What do you want to learn?
 - d. What are you looking for in a supervisor?

4.) What is your preferred interaction style?

- a. With me (supervisor)
- b. With others
- c. On joint projects (collaborations)

5.) Timing

- a. What is the status with your current position?
- b. 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