

## Suggested Telephone Interview Questions

To find the best candidate for your project, you should interview several candidates before making your final selection. For undergraduates or graduate students, this might best be done in a telephone interview. When asked of all the applicants you may be considering, the following questions might help you compare their qualifications.

Before calling an applicant: Study the information about the applicant's background, competencies, academic status, and interests provided in the application form.

Applicant Name:

Phone Number:

Field of Study:

### Nature of the Project:

Explain the following to the applicant: the nature of the assignment, the specific project goals and milestones, and your expectations.

### Academic Background:

What are your research interests?

Do your grades accurately reflect your ability? Why or why not?

How does your college education or work experience relate to this project?

What are your strengths/weaknesses?

### Previous Experience (if applicable):

Have you participated in a research project before?

What were the main objectives of the project?

What were your responsibilities?

What major challenges and problems did you face? How did you handle them?

How did your relationship with your mentor influence your research experience?

Were your expectations met? Did you meet the objectives of the project?

<b>Skills and Attitude:</b>	
	Do you feel that you work better alone or as part of a team? Give some examples.
	We don't expect you to know everything about how to do the project before you get here. However, do you feel that you have a background on which we can build in order to meet the objectives and requirements of this project?
	Describe your oral/written presentation skills.
	What motivated you to apply to this program?
	What would you like to accomplish by participating in this program?
	Is there anything I haven't told you about the project, myself, or the facility that you would like to know?