**General Phone Interview Questions**

**Date:**

**Candidate: Position #:**

**Interviewer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Tell me a little bit about your background, education and experience as it relates to this position.**

1. **Why did you choose this particular field of work?**

1. **Why do you believe you are qualified for this job?**

1. **Give us a brief description of you experience level with computer software.**

1. **Under what kinds of conditions do you learn best?**

1. **Which of your skill sets will most benefit the team in this role?**

1. **Give me an example of a time when you had to deal with a difficult colleague.  How did you handle this?**

1. **Explain the phrase “work ethic” and describe yours?**

**Final thoughts:**

**Some highlights:**