# TELEPHONE INTERVIEW SCREEN

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

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Tell me about yourself/ walk me through your resume (note communication, how they present themselves)
2. Tell me about your experience at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Describe your responsibilities.

Why did you leave?

1. Tell me about your experience with relevant equipment (exp. computers, software, etc.)
2. Describe your educational background
3. Are you willing to consent to a drug test and have an educational, criminal and reference check?
4. Why are you interested in this positon? / What attracted you to this organization?
5. What are your salary expectations?
6. We are located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Based on your location is this an acceptable commute for you? \_\_\_Yes \_\_\_ No

\*Move forward to next step in the process: \_\_\_Yes \_\_\_ No

Please document why:

If interested or moving candidate forward:

\*Describe the position including the duties, hours, and salary

\*Explain next steps in the interview process and schedule for in-person interview

Are you available for an in-person interview? \_\_\_Yes \_\_\_ No

Date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conducted by (please print):

