

PHONE INTERVIEW FORMAT: PART 1

Candidate's Name:

Today's Date: **Résumé Attached:** **YES** **NO**

Position Title/Location:

Initial Phone Interview for the Specific Position

Develop a question that will assess the experience of the candidate in the position you are recruiting.

1. (Example: How many years of health and safety supervisory experience do you have?)

Response:

Develop a question that will assess the experience of the candidate specific to your needs.

2. (Example: Tell me about your experience working with the general public and providing customer service.)

Response:

Develop a question that will assess the experience of the candidate specific to your needs.

3. (Example: Tell me about your experience with computerized systems.)

Response:

4. Describe your educational background and experience.

Response:



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5. Not to limit you or commit you to a certain dollar figure, but what's the minimum salary you'd consider right now to accept another position?

Response:

6. Are you willing to agree to have a drug test, a criminal background check, references checks, educational background checks and others as appropriate for this position?

YES _____ NO _____

If the candidate's responses to these questions satisfy the screener, proceed with the interview. If not, tell the candidate that you have other candidates who appear to have credentials and experience that more closely match the expectations of the position. End the interview.

Learn About Past Company and Job

7. What size was the organization where you last worked in terms of revenue and employees?

Response:

8. What were the organization's primary products and markets?

Response:

9. If the person had reporting staff, how many people reported to you directly – what were their titles?

Response:



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10. If the candidate is not currently working, why and when did you leave your most recent position?

Response:

11. How have you spent your time since you left your most recent position?

Response:

