TELEPHONE INTERVIEW SCREENING FORM

During a telephone interview, you want to ask enough questions to determine if the person is a viable candidate. Remember, you have already screened many resumes and applications to come up with your short list of telephone screening candidates. These should be your best prospects at this point in your recruiting process. Ask the same questions of everyone being given a telephone interview.

Today’s Date: ______________   Candidate’s Name: __________________________________

Position Title: _________________________________       Resume Attached: YES ___ NO ___

Develop a question that will assess the experience of the candidate in the position you are recruiting for. Example: How many years of (secretarial, maintenance, supervisory) experience do you have?

Response:

Develop a question that will assess the experience of the candidate specific to your needs. Example: In your resume you indicate that you are currently the secretary for the Vice-President. Tell me about your experience in your current position.

Response:

Describe in detail your educational background and work experience.

Response:

Are you willing to agree to have a criminal background check, reference checks, and 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.
Appendix C

Determine the Candidates Interpersonal Skills

Tell me something a past supervisor told you needed improvement, and what did you do about it?

Response:

Give a specific example of a policy you conformed to with which you did not agree.

Response:

Tell me about a conflict you’ve had with a coworker. What was the cause of the conflict, and were you able to do anything to alleviate it?

Response:

Describe a time at work when you successfully used tact and diplomacy.

Response:

How do you go about building good work relationships?

Response: