Phone Screen Interview Template

|  |  |
| --- | --- |
| Candidate Name: |  |
| Position Applied for:  |  |
| Date of Phone Screen: |  |
| Interviewer: |  |

|  |
| --- |
| Thank you for your time for an initial phone screen to ask a few questions & then I will tell you a little more about Employee Matters and the opportunity.IntroductionsConfirmation of time and somewhere appropriate for the conversationHow did you hear about this opportunity? |

|  |
| --- |
| 1. What attracted you to this opportunity?
 |
|  |
| 1. Why are you currently seeking another role?
 |
|  |
| 1. Can you give me a brief overview of your background?
 |
|  |
| 1. What are your primary skills and how do you think they match this role?
 |
|  |
| 1. How do you deliver value to an employer?
 |
|  |
| 1. What are your career aspirations?
 |
|  |
| 1. Have you sought other opportunities like this? If so, how did you go?
 |
|  |
| 1. How would a past employer or team describe you?
 |
|  |
| 1. How do you like to be managed?
 |
|  |
| 1. Add job specific question here
 |
|  |
| 1. Add job specific question here
 |
|  |
| 1. What are your salary expectations?
 |
|  |
| 1. When are you looking to start?
 |
|  |
| 1. Walk through the job opportunity then ask, what are your thoughts around the description I have just given you on the role?
 |
|  |
| 1. Any further questions?
 |
|  |
| 1. From what I have just told you about this role, why do you feel you are the best candidate?
 |
|  |
| Thank the candidate and advise them of next steps |