Phone Screen Interview Template

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

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| 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.  Introductions  Confirmation of time and somewhere appropriate for the conversation  How did you hear about this opportunity? |

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