



## Phone Interview

### APPLICANT GENERAL INFORMATION

First Name:	Last Name:	MI:
Position sought:	Date of Interview:	
Phone Number Called:	Name of Interviewer:	

### GENERAL SCREENING QUESTIONS

These are general questions to gauge an applicants fit in the organization. Explain how the phone interview and the selection process works. Give the applicant a quick overview of the job and your organization.

Let the applicant know that you are typing notes while he or she is talking and that you are listening. Be consistent and fair with all job seekers. Do not show favoritism or discrimination. Do not help job applicant answer questions or 'push them along' in any way. Listen intently and type in what the applicant said as well as you can.

Before you begin, ask the applicant if he or she has any questions about the position or the selection process.

Why are you currently searching for a new job?

What do you think you can contribute to this job that no one else can?

Is the salary range within your acceptable range?

Do you have any specific schedule requirements? (Or ask if the applicant can work the prescribed hours.)

Why do people like to work with you?

What are some things that you value in an employer?

What would your previous co-workers say about you?

What would your last employer say about you if we were to ask about you?

What do you see yourself doing in five years?

Are you able to work legally in the United States?

## NEXT STEPS

Thank the applicant for his/her time. Let him or her know when the decision will be made to move to the interviewing process. Do not decide now or tell the applicant that he or she will be hired or that he or she will be moving to the next phase in the selection process.

Ask the applicant if he or she has any questions for you about the position or the selection process. Answer the questions to the best of your ability without giving too much information about applicant's results.

At this point in the selection process, you just need to find out if the applicant is qualified and if he or she will be a good fit for the culture of the organization.

Check one:

☐ Continue to interview | ☐ Not qualified | ☐ Applicant withdrew application | ☐ Other

Explain any 'other' comments: