



Telephone Pre-Screen Form

Phone screens are a quick (15-20 minutes), efficient way to explore an applicant's experience beyond what is listed on their resume and application. Since face-to-face interviews are time consuming, a phone pre-screen can be a useful tool in reducing your list of potential interviewees. Base your questions on the qualifications and responsibilities listed in your requisition. Use this as an opportunity to verify that the applicant meets your required qualifications.

Date **Position**

Applicant Name

Requisition # **Interviewer**

Interviewer should begin by briefly describing the position and the department, the position responsibilities, the reporting structure and the reason the position is available.

1. What interested you about this position and our organization?

2. Why do you want to leave / did you leave your last position?

3. Describe your experience doing... [a specific skill - interviewer insert skill into question and use the text box below to list skill and description]

4. Describe your experience doing... [an additional skill - interviewer insert skill into question and use the text box below to list skill and description]

5. Describe your experience using... [a specific type of software or other job-required skill - interviewer insert software name or skill into question and use the text box below to list software and description]

6. (If applicable) Can you confirm that you have a [insert degree requirement]?

7. If I were to talk with your current/past supervisor, what would they tell me are your strengths and your areas that need improvement?

8. Looking at your resume, please tell me why you moved from each job to the next? (i.e. promotion, lay-off, relocation)

9. What range of compensation are you seeking? (Note: do NOT ask what their current wages are – it is illegal. If their desired salary range is out of your budgeted range, be honest and say this is not in your salary range. You do not have to specify your range.)

10. If we were to invite you to our office for an interview, what is your availability in the next 2 weeks?

11. Are there any general questions you have for me?

Thank them for their time. Let them know that you will be speaking with other applicants and when done, you will contact them regarding the next step in the interview process. (Note: if you are not inviting this candidate for an interview, it is professional courtesy to at least email the candidate to let them know they were not selected to move on in the process.)

12. Comments:

Recommend for an in-person interview?