

Pre-Screening Interview

Candidate Name: _____ **Call Date:** _____

Position applied for: _____

Start:

“Hello, it’s _____ from _____. I’m calling about your application for the position of _____. I would like to spend a 5 minutes with you to ask some preliminary questions. Is this a good time to talk or would you prefer that I call back?”

| Question | Response |
|--|-----------------|
| Why do you want to work for us? | |
| What experience do you have in relation with this role? | |
| Why have you chosen this career? | |
| What is your expectation in your future job? | |
| Are there any restrictions to your availability that I need to know about? | |
| Phone Manner: Considerate, tone, volume, ability to articulate, quickness of response, enthusiasm, politeness. | |

Interview Date: _____ **Time:** _____