**Telephone Pre-Interview Screen**

Date:

Candidate:

Interviewer:

Position applied for:

Minimum qualifications:

Desired competencies:

This is [name] from [Company Name]. I am calling in response to the application you submitted for [position title]. Are you still interested in being considered for this position?

I'd like to ask you some preliminary questions at this time to help us in our interview selection process. This will take approximately 10-15 minutes. Is this a good time for you to talk? [If not, ask the candidate to provide a time within the next 24 hours when he or she would be available for a phone screening.]

Why are you interested in working for our company?

What reasons do you have for leaving your current (or most recent) job?

Have you ever been involuntarily terminated? If yes, explain.

Based on what you know about the position we are recruiting for, what skills and experience do you have directly related to this position?

What would your previous supervisors say are your strengths? What about weaknesses?

What work accomplishment are you most proud of?

What are your salary requirements?

This position is [FT/PT] with an expectation to work [number of hours per week and days of work]. Are you able to work that schedule?

If offered a position, when would you be available to start?

What questions can I answer for you?

Comments (describe how the candidate's responses relate to the desired competencies for the job):

Interviewer evaluation score (1-4):   
\*candidates with scores of 3 or 4 will be given additional consideration in the selection process.

1 – Does not meet minimum qualifications

2 – Meets minimum qualifications but does not possess minimum desired competencies

3 – Meets minimum qualifications and possesses some desired competences

4 – Meets minimum qualifications and possesses many desired competencies