



# SAMPLE TELEPHONE SCREEN GUIDE

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Recruiter: \_\_\_\_\_

**Recommended for Interview** ☐

**Not recommended for Interview** ☐

I'm calling you from (name of organization). We've received your application and resume for the \_\_\_\_\_ position at our firm. Would you have a few minutes to speak at this time? We want to get some additional information from you so we can have a better idea if this is potentially a good fit.

What interested you in this position?

What interests you in working for \_\_\_\_\_ (name of your organization)?

What do you do in your current job? Could you please describe a typical work day for you?

[Motivational Fit]

1. What aspect of your current job is most satisfying for you?

2. What do you feel frustrates you the most about your current job?



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[Behavioral; Competency: **Initiative**]

Talk about a time when you took the initiative to create a new program or project to benefit your organization and its clients. *(Capture complete answers; Ask follow up questions to obtain a complete S-B-O)*

**Situation:**

**Behavior:**

**Outcome:**

Rating:      1      2      3      4      5

[1 – Significantly below criteria; 2 – Does not meet criteria; 3 – Meets criteria; 4 – Exceeds criteria; 5 – Significantly exceeds criteria]

How much notice will you need for us to set up an interview? \_\_\_\_\_

If you are the successful candidate, how much time would you need to start? \_\_\_\_\_

Salary Requirements: \_\_\_\_\_

Are there any questions that you have for us?

Is there anything else that you would like to share at this time?

Thank you for your time – I wish you success in this process! If the selection team identifies you for the next step in this process, we will be in contact with you. Thank you!