

About the Document

name	IV-ALL-2530-M. Phone Interview Questionnaire
owner	HR
access & use	All Staff
what it is	Form completed for each candidate when conducting telephone screens
who uses it	Hiring Manager creates the interview questionnaire and uses it as a script to conduct phone screen interviews
used with	<ul style="list-style-type: none"> ◆ <i>TA-MGR-5520-M. Position Applicant Tracking Spreadsheet</i> ◆ <i>IV-ALL-2520-R. Interview Questions</i>

Why This Process is Important

It's important during the interview process that thoughtful preparation goes into the questions asked, and that candidates are asked roughly the same questions. Questions must be tailored to the success traits required for the position. We don't want to waste the time of candidates or interview panel members by conducting an interview that doesn't help us discern the likelihood of success for one candidate versus another.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add additional rows to the tables. To maintain the correct formatting when pasting, click the small arrow beneath the **Paste** command and select the **Insert as New Rows** option.

Instructions

1. Save a copy of the questionnaire template to the working directory for the position.



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