

Position # **– Insert Position Title**

Interview Guide: Phone Screen Interviews

Interview Date:		Candidate Name:	
Interviewer Name:		Overall Rating: 1 to 5 (best)	

Overall Comments

Leave this section to the end of the phone call or type as you go.

Introduction

At the start of the phone call, take a few moments to briefly describe the process, who you are, and how long the call will take.

Questions

Work History

1. Why are you looking for a new opportunity, and particularly why this position?

2. How many overall years of experience do you possess related to a insert role type - example 'senior marketing' role in the Insert your specific sector sector?

3. Are you legally authorized to work in Country?

4. Insert any specific questions you have about the applicant's resume and/or address any breaks in the applicant's work history



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Compensation Expectations

8. What are your salary expectations? You can provide a range if you prefer. What do you feel your market rate is?

\$ per annum

9. Please describe other aspects of your current compensation package:

a. Current benefits

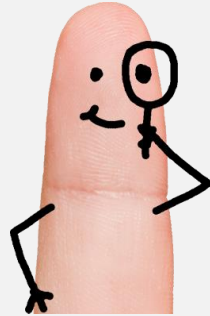
b. Vacation

c. Other paid time off benefits

Example sick days benefits

d. Pension

e. Bonus



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