

Position # – **Insert Position Title**

Interview Guide: Phone Screen Interviews

Interview Date:	<input type="text"/>	Candidate Name:	<input type="text"/>
Interviewer Name:	<input type="text"/>	Overall Rating: 1 to 5 (best)	<input type="text"/>

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.

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- Special licensing for use with clients
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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

Technical Competencies

5. Can you describe a specific position you have held that most resembles our open position? We will focus this phone call on that role.

a. What and where was that role?

b. Briefly describe your responsibilities in that role for each of the following functional areas:

Functional Area	Comments	Rating 1-10 (best)
Example: Project Management		
Example: Financial Analysis		
Example: 3-day month-end close		
Example: Budgets		
Example: Taxation		

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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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