

PHONE SCREENING QUESTIONNAIRE

[Company Name]

CANDIDATE	DATE	SCREENER
POSITION	DEPARTMENT	HIRING MANAGER

INSTRUCTIONS

Please complete this form when you screen the candidate over the phone. Please rate the candidate's answers to each interview question and provide written comments to annotate your ranking.

WORK EXPERIENCE

Please tell me about your employment experience.

[] **1**–Unsatisfactory [] **2**–Satisfactory [] **3**–Average [] **4**–Above average [] **5**–Outstanding

REASON FOR LEAVING

Why are you interested in leaving your current position?

[] **1**–Unsatisfactory [] **2**–Satisfactory [] **3**–Average [] **4**–Above average [] **5**–Outstanding

SALARY

What is your current salary? What are your salary expectations?

[] **1**–Unsatisfactory [] **2**–Satisfactory [] **3**–Average [] **4**–Above average [] **5**–Outstanding

EDUCATION

Where did you go to school? What degrees do you hold?

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

ACCOMPLISHMENTS

Describe your most successful accomplishments.

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

CURRENT POSITION

What do you like and dislike about your current position?

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

PERCEPTION OF QUALIFICATIONS

Why are you interested in this position? Describe your qualifications as they apply to this position.

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

QUESTIONS?

Do you have any questions about the position or company that I may answer for you?

1–Unsatisfactory **2**–Satisfactory **3**–Average **4**–Above average **5**–Outstanding

COMMENTS