

Telephone Screen Worksheet

Applicant Name _____

Company Representative _____

Position _____ Date ____/____/____

We have received your résumé ... are you still interested in employment opportunities here at _____?

We are currently in an initial screening process, and would like to ask you some questions over the telephone. Is this a good time for you?

Once we have completed this initial screening process, we will be inviting in for an interview those individuals whose qualifications most closely match the position(s) available at our company.

1. What prompted you to send your résumé? What type of position are you seeking?

2. Are you currently employed? If so, why are you considering other employment opportunities?

3. Tell me about your current position. What are your key responsibilities?

4. What responsibilities do you enjoy the most?

5. What responsibilities do you enjoy the least?

6. How would you describe the ideal job for you?

7. What type of software packages have you worked with? How proficient are you with them?

8. What salary range or rate of pay are you looking for?

General Notes

Telephone Voice _____

Enthusiasm and Interest Level _____

Technical Skills _____

Overall Impression _____