



TELEPHONE INTERVIEW

Applicant Name: _____ Interviewer Name/Date: _____

Job Fit Questions (All questions optional and changeable, but all applicants must be asked the same questions.)

"I am really looking forward to our time together. Here's what I'd like to do. I'd like to spend the first 15 minutes of our call getting to know you. After that, I'm happy to answer any questions you have so you can get to know us. Sound good?"

1) To begin, please briefly tell me about your education and work history, especially as it relates to this position.

*Unless already provided, probe by asking why the applicant left relevant jobs, including his/her current job (i.e., **Why did you leave that job?** or **Why do you want to leave your current job?**)*

Use this time to collect any other information that may be needed related to the applicant's education or work history.

2) What interests you the most about this position?

3) What are your career goals? After responding, describe the job and ask: How would this job fit in with these goals?

4) What types of things do you enjoy doing the most at work? What are you least interested in doing?

5) Who were your last three to five bosses and how will they rate your performance on a scale of 1-10 when we talk to them?

Job Knowledge (For each job responsibility below, ask: "What is your knowledge or experience with _____?")

[List a key job responsibility here and the knowledge or skills needed to perform it]

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Closing

- **Is there anything else you would like to add or tell us about your qualifications for this position?**

- **Do you have any questions about the job or this agency?** *Use this time to sell the applicant on the virtues of the agency based on what you learned. Be sure to let the applicant know the next steps and when he/she can expect to hear from you.*

Recommendation for Further Consideration

Do you recommend that this applicant be considered further? Yes No

If no, check appropriate box below and explain specific reason(s).

- Unacceptable Job Fit
- Unacceptable Job Knowledge
- Unacceptable Work History (e.g., termination)
- Unacceptable communication and/or interpersonal skills (based upon observed performance in the interview)
- Other:

Comments: