Telephone Interview Form

Candidate Name: ____________________________________________ Date: ______________________

* Please note that any information you record is public record and should be kept on file for 2 years.

Interview Preparation

- Below is a list of questions to be used for candidate screening. These questions will be used to determine fit for the role and whether the candidate possesses the skills needed to continue in the interview process.
- Each candidate should be asked the same primary questions but additional follow-up questions may be necessary to prompt further discussion or to elaborate on a response.
- Do not discuss or make notes regarding race, color, marital status, sexual orientation, gender identity, gender expression, creed, religion, sex, national origin, age, mental or physical disability, veteran’s status or other protected characteristics as required by federal, state and local laws.
- Prior to interviewing candidate, review cover letter and resume in their entirety.
- Telephone interviews should typically last about 10 – 15 minutes per candidate.

Open Remarks

- Introduce yourself and all parties participating in the interview.
- Give brief overview of position and responsibilities. (typically 2-3 sentences for a position description)

Interview Questions

1. Tell us about yourself and your interest in this position.

2. Tell us about your work experience and how is prepared you for this position.

3. What are some ideas/practices you follow to ensure effective communications with your co-workers?
4. Provide us with an example where you utilized your problem solving ability.

5. What are your salary expectations?

Wrap-Up (5 minutes)

What questions do you have for us?

Closing Remarks

- Thank the candidate for his/her time.
- Give the candidate a timeline for next steps: You will hear back by _________________.

Candidate Assessment

Summary of Impressions:
Describe the degree to which the candidate’s interview responses match the job competencies: