

PHONE SCREENING INTERVIEW

Start with the phone screen. Time is precious and you can accomplish a lot with a little of it by first screening candidates with phone calls. Do they call on time? Do they call you at all? A short call can reveal a lot about the personality of the individual, helping you get to top talent quicker.

Name:

Date:

Switchgear Rep:

What are your career goals?

What are you good at professionally? (8-12 positives)

- 1.
- 2.
- 3.
- 4...12

What are you not good at or not interested in doing professionally (8-12 negatives)?

- 1.
- 2.
- 3.
- 4...12

Who were your last five supervisors, and how will they each rate your performance on a 1-10 scale when we talk to them?

- 1.
- 2.
- 3.
- 4.
- 5.