

Phone Screen Form

This document is the template for HR / TA Specialists to complete when conducting a candidate screening via phone.

Candidate Name:	Aruna Singh
Position and Location:	Navi Mumbai
Recruiter:	
Date Completed:	24-09-2019
SUMMARY AND RECOMMENDATION	
<p>*****Top Line Notes and Recommendation*****</p> <p><i>(To be completed by recruiter after phone screen has ended. Consider communication skills, motivational fit, stability, potential, and whether the candidate's experience & career goals are in line with the position.)</i></p>	<p>RECOMMENDATION: (Highlight one)</p> <p>Highly Recommend</p> <p>Recommend</p> <p>Do Not Recommend</p>
	<p>Positives:</p> <p>Concerns:</p>
INTRODUCTION	
<ul style="list-style-type: none"> Quick self-introduction Describe the company and position to the candidate using the information obtained from the Intake Meeting with the Hiring Manager. 	

GENERAL PHONE SCREEN QUESTIONS

Have you interviewed with Colgate in the past?	Yes
Are you legally authorized to work in the United States? Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?	Yes
<p>Talk me through your resume. Help me understand how you have made the move from one position to the next to get to where you are at today.</p> <p>Share your prior positions and professional experiences, highlighting those projects that are relevant to the current opening.</p> <p>(Listen for <u>communication skills</u>. Ensure you obtain <u>reasons for leaving past positions</u> and explanations for <u>any gaps in employment</u>. Look for clues here on <u>motivational fit</u> and observe if the candidate used sound <u>logic and judgment when making career choices</u>)</p>	<p>Company/Position: I have been working in Reliance Industries Limited as a Supply Chain Analyst. By taking ownership of every assigned and relevant tasks arise in the team on day to day basis to support business and help other members of my team with my technical and analytical knowledge. I am anxious about learning more and should keep in mind if I have learnt something new today. Hence, I have a habit of doing different in terms of new innovations or watching edureka, sap help etc to enhance my knowledge which helps me to get what I want.</p> <p>Relevant experience: 2 years 9 months</p>
What is your primary motivation for wanting to consider a job change right now; and, what about our job/company has sparked your interest?	One of the things that has made things a little more challenging is that I'd like to have a platform where I could share my ideas and offer up ways to improve with my techno-functional and communication skills.

<p>What aspects of your current/most recent role do you enjoy most? (Testing for Motivational Fit)</p>	<p><i>I wanted to build on one of the aspects that I like most about the work I currently am doing which helps me to ingrain techno-functional skills in SAP and open source technologies.</i></p>
<p>When you think about the next company you go to work for and the next position you will accept, what is most important to you?</p>	<p><i>I am interested in learning more about the new position, and this job should provide an opportunity to leverage my current areas of expertise and increase my skills</i></p>
<p>If needed, add up to 4 Job Specific Questions (from the intake meeting), for example:</p> <ul style="list-style-type: none"> • (Do you have experience with [Insert a relevant skill/position]?) • (Are you open to relocation?) • (Are you able to fulfill the travel requirements for the position?) • (What languages do you speak?) 	<p>What software I am more proficient in? What new learnings will you be able to provide to the existing employees?</p>
<p align="center">ADDITIONAL QUESTIONS (FOR CANDIDATE WHO IS LIKELY TO BE MOVED FORWARD IN PROCESS)</p>	

<p>--Do you have any conflicts of interest or any other restrictions or documentation that would prevent them from working for our company or in a specific job within our company?</p> <p>--Do you / have you worked for or do you have relatives who work for the following who may have a relationship with Colgate or Hill's:</p> <ul style="list-style-type: none"> a. Suppliers (to CP) b. Clients (of CP) c. Customers (of CP) <p>Reference: CBS HR - COHRE Guidelines - 020-090 - Competitive Hire Guidelines - Global - English</p>	<p>No</p>
<p>Desired base salary and total compensation? <i>(Permissible to ask everywhere, but ensure you do not ask follow up questions to try and determine current salary)</i></p>	<p>12lpa (negotiable)</p>
<p>When are you available to begin a new position?</p>	<p>After 3 months</p>
<p>If the hiring manager is interested in doing an interview with you, when will be available?</p>	<p>Next week</p>
<p style="text-align: center;">CLOSING</p>	
<ul style="list-style-type: none"> ● Clarify any final pieces of the candidate background needed for evaluation. ● Highlight any positive aspects about the company or role that the candidate may find appealing. 	

Ask the candidate what questions they have.

(Make notes here of the questions asked by the candidate.)

What are the biggest challenges facing the company/department right now?

What do you think are the most important qualities for someone to excel in this role?

What is the typical career path for someone in this role?