



ATS / CRM Note Template – Phone and In-Person Interview

Use the following template to fill-out interview details on candidates. Then copy and paste as a note in ATS/CRM. If you are unlikely to meet a candidate in-person for any reason, ensure you get these details over the phone and create a note.

Communication --

Location --

Experience --

Accumulated time in workforce --

Reliability --

Eagerness --

Skills --

Transportation --

/40

Position wanted:

Licenses:

Last job:

Other prospects:

Available to start:

Days off needed in next 6 months:

Do we have references on file (yes or no)?

Expected compensation:

Hourly rate or compensation at last 3 jobs:

Safety boots:

Day shift?

Afternoon shift?

Night shift?

Can you remain on-call?

How do we get ahold of you quickly?