

Candidate Screening Interview

Executive Summary:

This quick screening interview is designed to assess candidate seriousness, availability, and reliability within 5 minutes. Use this checklist before forwarding candidates to clients.

Questions:

1. Are you currently working? If yes, have you resigned?
 - a. **Expected Answer:** "Yes, I have resigned" or "No, I'm available immediately"
 - b. **Red Flag:** "Still working but haven't informed my employer"
2. What is your exact joining availability?
 - a. **Expected Answer:** A specific date within the required timeline, example: "I can join on or before 5th August"
 - b. **Red Flag:** "It depends..." or vague responses
3. Have you discussed this opportunity with your family or dependents? Are they supportive?
 - a. **Expected Answer:** "Yes, they support my decision"
 - b. **Red Flag:** "Not yet" or visible hesitation
4. Have you applied elsewhere or do you have other offers pending?
 - a. **Expected Answer:** "No, I am focused on this opportunity"
 - b. **Red Flag:** "Yes, I have multiple offers and waiting to decide"
5. Are you fully committed to joining this job if selected?
 - a. **Expected Answer:** "Yes, 100% committed"
 - b. **Red Flag:** "I'll confirm after selection" or uncertainty

6. Are you ready to relocate and work under the offered conditions (accommodation, food, shifts)?
 - a. **Expected Answer:** "Yes, I'm okay with the terms"
 - b. **Red Flag:** "I'll see after selection" or conditional acceptance

7. Are your documents ready — valid passport, certificates, etc.?
 - a. **Expected Answer:** "Yes, all documents are ready"
 - b. **Red Flag:** "I need to arrange them" or "Not sure if all are valid"

Wrap-Up Line:

"Thanks. If selected, would you be willing to sign a short commitment letter confirming your intent to join?" (This is not legally binding, but it helps reinforce commitment.)