Screening Interview Checklist:

1. Ask questions about family especially parents, spouse and siblings. Try to find out critical family issues i.e. whether there is any political involvement or other influence from the family references (avoid Police, Lawyer, Journalist, Politician if there is a direct relation). – a) Fair b) Some liability but acceptable c) Not acceptable due to critical family issues
2. Check References from the CV and ask about applicant’s relation with the references (avoid Police, Lawyer, Journalist, Politician if there is a direct relation). – a) Acceptable b) Not Acceptable
3. Do you know anyone in this institution? Whom? - a) No b) List of Designation -Name BOX
4. How do you know the above person? - a) Relative b) Relative of a Friend c) Pervious Supervisor d) Distant Relation.
5. Check University Degree. If from a completely different background, ask questions about reason for applying? -- a) Acceptable b) Not Clear c) Not Acceptable
6. What type of Job you are looking for? Why is that? - a) Desk Job b) Marketing c)Mixture
7. Are you interested to relocate anywhere in Bangladesh? - a) Yes b) No
8. What do you know about financial sector and ULC? How do you know about ULC? - a) Described satisfactorily b) Average knowledge c) Very Poor knowledge d) No knowledge at all
9. What are your current job responsibilities? - Suitable with – All Department List and option of not matched
10. Why you would like to switch from your current employer? – a) Change Industry b) Better Salary c) Better Working Opportunity d) Better Position e) Don’t Know
11. Why you are interested about financial institutions (if new)? – a) Match with my education b) Structured industry c) Don’t Know d) Not Required
12. Personality of the applicant - a) Pleasant b) Average c) Low
13. Attitude and Behavior - a) Positive b) Average c) Negative
14. Maturity Level - a) High b) Average c) Low
15. Potential for ULC - a) Yes c) No possibility

Suitable for which Department: List of Department

Next Course of Action: a) Request for Exam b) Request for Interview Panel c) Rejected