Candidate's Name _____ **Date:** _____

Interviewer's Name: _____

Telephone Pre-Screen Checklist for Interview Purposes

(about 15 minutes)

- Ask about current position to see if experience is similar to our position.

- Ask about education background (GPA, Area of study, favorite & least favorite class if new graduate)

- Inquire why he or she is looking for another position.

- Inquire about career goals (short-term 1-2 years & long-term 5 years).

- What attracted them to our position?

- Ask about salary expectations.

- Ask candidate to name their 3 best qualities that make them the best person for the position.