

**Sample Basic Phone Screen**

Candidate's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today's Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Resume Attached: YES NO

Position Title/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Good morning/afternoon may I speak to [Applicant's Name] please? Hello [Applicant's Name], this is [you name] I am the [your title] at [company] and was hoping to spend 10-20 minutes in follow up to the resume/application you submitted Is now a good time or would you prefer that we schedule another time that works better for you? I would like to ask you some questions and also give you an opportunity to ask any questions you might have about the position. Doing so will allow us to get to know each other and determine whether it makes sense to meet in-person for an interview. Do you have any questions about the objectives of this call?*

*Okay, Let’s proceed*

*You have had the chance to review the Performance Profile for this position (pause and let the candidate confirm they have, if they seem reluctant provide a brief overview of the role and responsibilities).*

**Experience** (develop 2- 3 questions specific to the role and probe where necessary):

• *Tell me about your most recent work experiences that would make you a strong candidate for this role.*

• *How many years of project management (insert specific skill required) experience do you have?*

**Fit:**

• *What has been your experience in building a (choose) department I program organization?*

• *What courses/continuing education have you participated in that might assist you in this role? Confirm formal education credentials as well. Ask candidates to provide dates if they are not listed in the resume.*

• *Not to limit you or commit you to a certain dollar figure, but what's the minimum salary you'd consider right now to accept another position?*

• *Should you be the chosen candidate, what is your availability (any trips coming up?) and when would you be available to start?*

• *Why and when did you leave your most recent position? (If the candidate is currently unemployed)*

• *Are you willing to agree to have a drug test (if applicable), a criminal background check, references checks, educational background checks and others as appropriate for this position?*

• *What concerns if any do you have about this role? What support will you require? What elements of the role are you least prepared for?*

• *Do you have any additional questions?*

**Closing:**

Based on the outcome of the phone screen, the next step could go in one of three ways:

1. Candidate moves forward:

*Thank you for your time today. Based on what we have discussed, I would like to schedule some time for an in-person interview. Can we set an interview time for [time} on [day, date]*

*(Confirm address and who to ask for) Great! I look forward to seeing you then.*

1. Candidate is unsuccessful:

*Thank you for your time today. Based on what we have discussed, it appears that we have other candidates who more closely match the credential and experience that we are looking for. Thanks for your interest and time, all the best.*

1. Further assessment required:

*Thank you for your time today. I will need a few days to review what we discussed and to assess your fit relative to the other applicants. I will get back to you in [ xx days] to let you know next steps, if any. Thanks again and talk to you soon.*