

# PHONE SCREEN GUIDE



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

Date: \_\_\_\_\_

Candidate's Phone Number: \_\_\_\_\_

Time: \_\_\_\_\_

Candidate's position they  
are interviewing for: \_\_\_\_\_

Interviewer's  
Name: \_\_\_\_\_

Hireology's phone screen guide was developed to give hiring managers an initial look at their qualified candidate's future career plans, work ethic, and past experience. Use this general template as a guideline for your phone interviews. For even more interview guides based on job families and a complete scoring system, **click here** to get started with Hireology.

## INTRODUCTION

Hello, **CANDIDATE FIRST NAME**. This is **HIRING MANAGER'S NAME** calling from **COMPANY**. Thanks for setting some time aside to talk with me about our open position. Our goal for the next 30-45 minutes is to cover two areas:

- I want to learn about you and talk about your career experience at a high level.
- I want to give you an opportunity to learn more about our open position.

We will begin with your future career plans.

## FUTURE CAREER PLAN

1. Starting with the big picture, imagine for a moment that it's 10 years from now. What will you have accomplished professionally by that time?
2. What will you have accomplished professionally one year from now?
3. What types of jobs have you been applying for?
4. Are you focusing on any specific industry or niche?
5. How did you decide to apply to this position with our company?
6. What appeals to you most about the job?
7. What's your compensation expectation?



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## BEST AT / DON'T LIKE (CONTINUED)

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15. What would you say is the biggest misperception that people have of you?
  
  
  
  
  
  
  
  
  
  
16. As you go through your job search, what things do you consider to be most important?
  
  
  
  
  
  
  
  
  
  
17. What are some deal breakers for you?

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## JOB HISTORY

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18. Turning to your career experience. Let's start with [last company on resume] . What were your responsibilities during your time there?
  
  
  
  
  
  
  
  
  
  
19. I see from your application your current manager/previous manager is/was [boss's name]. Is that correct? And on a scale of 1-10, with ten being highest, how do you think [boss's name] would rate your performance? Why is that?
  
  
  
  
  
  
  
  
  
  
20. What would have made it a definite 10? Or, What would they tell me was something you could improve upon?

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## DISCUSSION OF OPEN POSITION

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21. Based on what you've learned so far, do you think this position is a good fit? Why do you think you're a good fit for this role?
  
22. Is there anything that you've learned so far, about the job or about our company, that gives you cause for concern?
  
23. What questions do you have for me, either about our company or about the position?

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## WRAP UP AND NEXT STEPS

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24. Walk me through your timeline for making a decision on your next job opportunity - when would be the ideal time for you to make a move?
  
25. How has the job search been treating you so far? What other types of jobs have you been interviewing for? Has anyone issued an offer, or, are any offers pending? As I mentioned earlier, our company's interview process takes about 3 weeks to complete - does that timeline work for you?
  
26. Is there anything that you feel is relevant to our conversation today that we haven't yet discussed?

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**Thank you for your time today, I will be in touch with next steps soon.**

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