

# Telephone Interview Questionnaire Template

Position: \_\_\_\_\_

Candidate: \_\_\_\_\_

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

Interviewer: \_\_\_\_\_

## A. Introduction

- Interviewer introduces themselves to the candidate
- Short introduction to the available position
- Agenda for discussion

## B. Opening Question

For example: Why are you interested in this position?

(Purpose: to determine if they have done any research on the company/position, to determine their motivation for working for your company or in the specific position, and/or to determine if they link their skills to the position they applied for.)

## C. Resume Review

Focus first on verifying information, and then on the skills that will be transferable from previous positions to the position applied for.

For example: identify previous experience on your resume that will help you be successful in the position that you've applied for.

## D. Candidate Questions

## E. Closing

- Thank the candidate for their interest in your company
- Explain the next steps and timeline

**Additional notes:**