

Telephone Interview Questions

Candidate Name: _____

Position: _____

- 1) Why are you looking to make a change at this time? (Obtain details on why they left the past couple jobs).

- 2) What are you looking for? Describe an idea job. (Read job description & look for fit)

- 3) What experience have you had in (**Briefly describe job**)? Related Experience?

- 4) May I ask what you currently earn or that you earned in your last position? What would you like to earn in a new position? (Range is OK, but require them to give some number)

- 5) Why do you feel you would be a good match for this position?

- 6) (**Describe non-negotiable requirements and verify if candidate can perform**) – Examples: lifting, work hours/schedules, OT, travel, dress, hair, tattoos, etc)

Non-negotiable Requirements	Yes/No
a.	
b.	
c.	
d.	
e.	

__Interview __Reject