

Phone Interview Questionnaire

Candidate _____ Date _____

Position _____ Department _____

Hiring Manager _____ Screener _____

Please complete this form when you conduct a telephone interview with a potential job candidate. Rank the candidate's answers to each of the listed questions and provide written comments to supplement your responses.

Briefly describe your employment experience.

Above Average Average Satisfactory Unsatisfactory

Notes: _____

What do you like and dislike about your current position?

Above Average Average Satisfactory Unsatisfactory

Notes: _____

How would you describe your relationship with your current supervisor/manager?

Above Average Average Satisfactory Unsatisfactory

Notes: _____

Why are you choosing to leave your current position?

Above Average Average Satisfactory Unsatisfactory

Notes: _____

What is your current salary?

Above Average Average Satisfactory Unsatisfactory

Notes: _____