

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: _____