**<Insert your logo here>** *MatchWorks can help you tailor to your needs*

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| --- | --- |
| **PHONE SCREENING INTERVIEW** | |
| **APPLICANT NAME:** | **DATE:** |
| **INTERVIEWER:** | |
| **ROLE APPLIED FOR:** | |
| **OUTLINE OF OPENING** | |
| * Greet applicant * Introduce names and titles * Information on organisation * Congratulate on progressing to next phase of recruitment procedure and explain process from here: resume screen>phone screen>interviews x2 | |
| **NOTES** | |
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| **KEY BACKGROUND/EXPERIENCE** | |
| **1. What do you believe will be the main responsibilities of this role?** | |
| *PROMPTS* | |
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| **2. What attracts you to this position and organisation?** | |
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| **3. Do you have any salary expectations for this role?** | |
| *PROMPTS* | |
|  | |
|  | |
| **4 Why are you looking to leave current job?** | |
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|  | |
| **5. Any questions/comments? Notes etc.** | |
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| **CRITERIA AREAS** | **VERY POOR** | **POOR** | **NEUTRAL** | **GOOD** | **VERY GOOD** |
| **Phone manner** | **1** | **2** | **3** | **4** | **5** |
|  | | | | |
| **Communication skills** | **1** | **2** | **3** | **4** | **5** |
|  | | | | |
| **Understanding of role/org** | **1** | **2** | **3** | **4** | **5** |
|  | | | | |
| **Written application** | **1** | **2** | **3** | **4** | **5** |
|  | | | | |
| **Salary Expectations** | **1** | **2** | **3** | **4** | **5** |
|  | | | | |
| **Additional Comments** |  | | | | |
| **Progress for interview** | **Yes**  **No** | | | | |
| **Notified of progression** | **Yes  No** | | | | |