

Telephone Pre-Screen Form

Phone screens are a quick, efficient way to explore applicant experience beyond what's listed on their resume and application. Since face-to-face interviews are time consuming, a phone pre-screen can be a useful tool in cutting down your list of potential interviewees. Base your questions on the qualifications and responsibilities listed in your requisition in addition to some behavioral or situational questions. Use this as an opportunity to verify that the applicant meets your required qualifications.

Date:

Applicants Name:

Interviewer:

Drexeljobs/Drexelmedjobs Requisition Number & Job Title:

- What prompted you to apply for this position?
- Why are you interested in leaving your current employer?
- What do you like most about your current position?
- Describe your typical work day.
- Please describe three practical skills that you possess which make you a qualified applicant for this position.
- If I were to talk to your current/past supervisor, what would they say are your strengths? What are some weaknesses or areas of improvement you are working on?
- During your last performance review, what did your manager indicate as your strengths and what did they indicate were areas needing improvement/development?
- Describe an instance where you had to overcome a difficult situation. How did you do it?
- Where do you see yourself professionally in 5 years?
- What is your current salary/compensation package and what range of compensation are you seeking? (The applicant does not have to tell you, nor do you have to tell them the salary range. It is important to be honest if their salary is not within your budget or Compensation's approved range).

For more customized solutions, contact your [Talent Acquisition Consultant](#).