



## Phone Screen Form

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**Title:**

**Candidate Name:**

**Date:**

**Compensation:**

**Interviewer:**

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### **Preliminary Questions:**

Give me a brief overview of yourself and your professional background-?

How would you describe yourself?

What interests you about this role

Where are you at in your job search?

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### **Compliance Questions:**

*Are you authorized to work in the US without sponsorship? Y/N-*

*Do you consent to a drug test/ background check? Y/N-*

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### **Resume Review:**

Employer 1:

Duties and responsibilities:

What did you enjoy/ dislike about the role?

Reason for leaving-

Employer 2:

Duties and responsibilities:

What did you enjoy/ dislike about the role?

Reason for leaving- Resigned –

Employer 3:

Duties and responsibilities:

What did you enjoy/ dislike about the role?

Reason for leaving-

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### **Role Specific Interview Questions:**

- 1.
- 2.
- 3.
- 4.

*If the application on the company site has not been completed by the applicant, request completion within 1-2 days.*

*Provide candidate with next steps.*