Phone Screening Template

After you have reviewed the resumes that you have received and narrowed the list down to just those with whom you would like to do a phone screening, use this template to frame your phone call, the questions that you’ll ask and the qualities that you want to take note of.

Change the description and the questions to suit your specific needs for any position.

# Preparing for the Call

Make note of things that you know about the applicant as well as key points that you want to cover in the call.

Name of applicant:

Notes from Resume:

Date/Time of phone call:

Position applying for:

A brief description of job roles/responsibilities:

[Replace these with your own description]

* Combination of strategic development and nuts & bolts
* Curriculum development
* Event planning/logistics
* Promotion strategies
* Identify trends/needs of sector/best practices
* In-state travel
* Flexibility – hours, role
* Adaptability – work w/small nonprofits, regional partners, business partners, diverse audience

Salary Range:

# Questions for Phone interview

* 1. What attracted you to the position?
  2. Describe career history / qualifications for position / strengths & weaknesses:
  3. What do you like to do best/least?
  4. Describe work style and optimum work environment. Have you worked in similar organization?
  5. Do you have questions about , the position, etc.
  6. Other questions.

**Salary Range Acceptable to applicant:** ❑Yes ❑ No ❑ Possibly

**Qualities:** ❑ Speaks clearly ❑ Organized thoughts ❑ Enthusiastic ❑ Humble/learning

**Demonstrated experience:** ❑ Curriculum ❑ Event planning ❑ Marketing ❑ Multi-tasking   
❑ Advocacy

**Computer applications:** ❑ Publisher ❑ PowerPoint

**Recommend for further interview:** ❑ Yes ❑ No