**Sample Phone Screen Template**

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Script/Outline**

• Introduction: “Hello, my name is XX and I am on the search committee for the XX position at the University of Northern Iowa. I would like to ask you a few questions and update you on the status of the search. Is this a good time or would you like to schedule a time when I can call back?”

Provide the candidate an estimate of how long the call will take. Most phone screens do not take more than 30 minutes.

Scheduled phone call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Explain the position to the candidate. “First, I’d like to tell you a little about this position and give you an opportunity to ask questions. The position you have applied for is the XX and …”

* Duties
* Requirements
* Salary range
* Other specifics about the position
* “Do you have any questions about this information?”

• Ask pertinent questions to clarify resume and qualifications:

* Month/year of positions
* Elaborate on past position responsibilities
* Size of employers
* Relationship of references
* Accounting/auditing/purchasing/supervision/degree, etc...as appropriate

• Ask additional job-related questions:

* *See examples below*

• Explain the search timeline to the candidate. “We plan to…”

* Schedule interviews week of Date
* Conduct interviews week of Date
* Extend an offer the week of Date
* Position start the week of Date

• “Based on what I have told you about the position, the anticipated salary, the search timeline, are you still interested in the position?” \_\_\_\_\_\_\_\_\_\_\_

If NO…“Would you like to withdraw from consideration?” \_\_\_\_\_\_\_\_\_\_

• If a candidate asks about visa/immigration, advise that UNI offers work authorization sponsorship assistance for non-temporary positions requiring at least a Bachelor’s degree.

**Sample Phone Screen Questions**

*Edit questions specific to the position being filled*

Why are you interested in working for UNI?

What reasons do you have for leaving your current (or most recent) job?

Have you ever been involuntarily terminated? If yes, explain.

Based on what you know about the position we are recruiting for, what skills and experience do you have directly related to this position?

What would your previous supervisors say are your strengths? What about weaknesses?

What work accomplishment are you most proud of?

This position is [FT/PT] with an expectation to work [number of hours per week and days of work]. Are you able to work that schedule?

If offered a position, when would you be available to start?

What questions can I answer for you?

**Evaluation Score**

1 – Does not meet required qualifications

2 – Meets all required qualifications but does not meet any preferred qualifications

3 – Meets all required qualifications and some preferred qualifications

4 – Meets all required qualifications and all preferred qualifications