

Phone Screening Template

Applicant: _____

Date of Contact: _____

- Introduction:

"Hello, my name is XX and I am working on the XX Search for 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?"

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?"

- 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

- Explain 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*

- "Are you still interested in the position?" _____

If NO..."Would you like to withdraw from consideration?" _____

- Employment at the University of Northern Iowa is subject to verification of an applicant's identity and eligibility for employment as required by immigration laws. If hired, will you be able to provide evidence that you are legally permitted to work in the United States?

- *If the response is "no," you should let the candidate know that they may still be considered for the position. Human Resource Services is available to assist departments in determining which, if any, employment-based immigration status is appropriate for prospective employees. Depending upon individual circumstances, however, not everyone is eligible for work authorization in the United States. Any offer of employment will be contingent upon the candidate's ability to obtain appropriate work authorization within an acceptable period of time.*

In such circumstances, if the decision is made to extend an offer of employment, the offer should be made contingent upon **obtaining** the appropriate work authorization and being able to maintain that authorization for the entire employment period.

Notes: