### Initial Phone Interview for the Specific Position

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Resume Attached: YES \_\_\_ NO \_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Salary:** What are your salary expectations for this position?  Not to limit you or commit you to a certain dollar figure, but what’s the minimum salary you’d consider right now for this position?  **Response:** |  | Education/ Training The candidate has the necessary education and/or training required by the position  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn’t meet requirements  Comments: |
| **1**.) Why are you interested in employment with USD? Why are you looking for a job with us? Why did you leave your last job? If the candidate is not currently working, why and when did you leave your most recent position?  **Response:** |  | Work Experience The candidate has prior work experience that is related to the position.  \_\_\_\_\_ Extensive experience  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Not related but transferrable skills  \_\_\_\_\_ No prior experience  Comments: |
| **2**.) (If not currently working) How have you spent your time since you left your most recent position?  **Response:** |  | Interpersonal Skills Communication: articulated ideas clearly both written and orally.  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn't meet requirements  Comments: |
| **3**.) Tell me a little bit about the work you did in your last three jobs?  **Response:**  **4.)** Develop a question that will assess the experience of the candidate in the position you are recruiting**. (Example: How many years of human resources experience do you have?)**  **Response:** |  | Teamwork Demonstrated the ability to work well in a team and with superiors, peers, and reporting staff.  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn't meet requirements  Comments: Customer Service Demonstrated the ability to be customer focused.  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn't meet requirements  Comments: |
| 1. Develop a question that will assess the experience of the candidate specific to your needs. (Example: **Tell me about your experiences with recruiting and employment (consulting with hiring managers.)**   **Response:** |
|  | Skill Needed Demonstrated the ability to:  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn't meet requirements  Comments: |
|  | Motivation for the Job The candidate expressed interest and excitement about the job.  \_\_\_\_\_ Exceeds requirements  \_\_\_\_\_ Meets requirements  \_\_\_\_\_ Needs a little more training  \_\_\_\_\_ Doesn't meet requirements  Comments: |
|  | Overall Recommendation \_\_\_\_\_ Highly recommend  \_\_\_\_\_ Recommend  \_\_\_\_\_ Need clarification of qualifications  \_\_\_\_\_ Do not recommend  Comments: |

\*\*Are you willing to agree to have us complete (criminal background check) references checks, educational background checks and others as appropriate for this position?

YES \_\_\_\_\_ NO \_\_\_\_\_\_

Based on the interview, please evaluate the candidate's qualifications for the position listed above. In each section, space is provided to write additional job specific comments. If one of the questions does not apply to the position, please write N/A in the comment section.