



GENERAL QUESTIONS

GUIDE TO PHONE SCREEN INTERVIEWS

Phone Interview

Date:
Phone Interviewer:
Candidate's Name:
Position:

Phone interviews should be 10 - 15 minutes.

Make sure you are in a private area where you can focus on the candidate's responses, Inform the candidates you are taking notes, and keep your notes factual.

- 1. Tell me a little bit about yourself.** (Listen for communication skills. Tone of voice and engagement level. Are they comfortable with small talk? How long did they talk?)

Notes:

- 2. What are your salary requirements?** (Discuss hours of operation, salary ranges)

Notes:

- 3. What interests you in this position?** (Did they do any research about the company? Explain the position's requirements.)

Notes:

- 4. What skills do you have that transfer to this position?** (Was the answer vague or specific to job responsibilities?)

Notes:

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5. Describe your ideal work environment. (Listen for cultural fit.)

Notes:

6. What questions do you have for me? (Make sure to ask for questions. Explain the next step of the interview process and timelines.)

Notes:

GENERAL NOTES: Did they call on time? Seem engaged? Special education or licenses mentioned. Anything that may impact the hiring process.

Notes:



To learn more about how Omnia can be your end-to-end partner throughout hiring and employee development processes and enable you to build your ideal future workforces, [contact our experts today.](#)