Phone Screening/Interview Questionnaire

Name of Applicant: ____________________________  Date of Phone Interview: _________________

Position Applied For: ____________________________  Interviewed By: _________________

OPENING:

Introduce yourself and inform applicant that you are calling from Hofstra University in response to the position which they applied.

QUESTIONS FOR APPLICANT:

1. What was it about this position that attracted you to apply?

2. Based on what you know about the position, what skills and experience do you have that are directly related to this job?

3. How do you see yourself contributing in this position?

4. Are you able to work within the U.S. without restriction?

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

6. What is your desired compensation?

7. How much notice would you need to provide to your current Employer?

8. What questions do you have for me?

If you are interested in the candidate and want to interview:

1. What is your availability to interview?