

TELEPHONE INTERVIEW - Preliminary Screening

Candidate: Telephone:..... Email:.....

Present Position:..... Since: Company:.....

Applicant presently employed YES NO Since Explain:

| CRITERIA | YES | NO | Comments |
|-----------------------|-----|----|----------|
| Sales Experience | | | |
| Technical Experience | | | |
| Industry Experience | | | |
| Education | | | |
| Communication | | | |
| Reside in Area - Auto | | | |
| Compensation | | | |
| Languages - Bilingual | | | |
| OTHER | | | |
| OTHER | | | |

General comments and notes:

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| Date of tel. Interview | Applicant Rating | | | | Next Step | Date and time of personal Interview |
|------------------------|------------------|---|---|---|-----------|-------------------------------------|
| | A | B | C | F | | |
| | | | | | | |

Interviewed by: Reviewed by:

The purpose of the preliminary telephone screening interview is to make an **initial assessment of the applicant** and if they qualify for coming for a personal interview. This should be a **quick telephone interview** of 10 minutes or less. Simple, professional, courteous and to the point. Get a "feel" if the applicant has the minimum requirements. You can go in more details during the personal interview.