



Phone Screen Candidate Evaluation Form

Recruiter:
Candidate:
Date:
Position:

A phone interview should last between 30-45 minutes, with the primary goal of assessing whether or not the candidate is a good culture and skill fit for your company.

The first several minutes of the interview should be a casual conversation. Always ask the candidate if he/she is still free to talk. The recruiter should introduce him/herself, explain his/her background, introduce the company, talk about what to expect from the phone interview, and give a brief overview of the position before conducting the interview.

- 1. How did you hear about this position?**
- 2. Why are you interested in this position?**
- 3. Tell me about your current/most recent position**
- 4. What do you like about your job?**
- 5. What don't you like about your job?**



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6. Why are you looking for a new opportunity?

7. What are your strengths?

8. In what areas do you need to improve?

9. What motivates you?

10. What would your manager say about you?

11. Do you have career goals? If so, what are they?

12. How do you stay organized and manage your time?

13. Tell me about a time where you implemented or improved a process at work

14. Are you willing to travel?



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15. Describe the nature of your search. Are you actively looking? Passively?
16. Do you have any interviews or offers at this point in time?
17. What are your salary, bonus, vacation, benefits, etc. expectations? If you leave your job, will you leave any money on the table?
18. If the candidate is a "Yes," ask: what information do you need from me before making a decision on this position?

Close the interview by thanking the candidate for his/her time, explaining next steps in the process, explaining timing, and allowing the candidate time to ask questions. It is crucial you leave 5 minutes for the candidate to ask questions.

Candidate Assessment

Communication skills:

Poor Fair Average Good Excellent

Background and work experience:

Poor Fair Average Good Excellent

Recommendation:

Do not recommend Recommend Highly recommend



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