

CANDIDATE NAME:

POSITION INTERVIEWING FOR:

DATE:

PHONE DISCUSSION (prior to scheduling a phone interview, you should have audited the employees resume against the job description for a good match; once that step is complete, conduct a phone interview for further screening):

**Sample Phone Interview Questions/Discussion**

Have they gone to the website? Tell me your impression of my business thru that website.

Review company background and goals, customers, history, vision. Member is #1, their company is 1a.

Review job requirements and how they fit with the goals, salary range, hours and terms of work (work week, etc).. Review the company culture and management's style, strengths and areas where support is needed

Benefits: Average hours per week, holidays (XX), after XX days will get PTO, flexible hours, ethics, telecommuting, other benefits.

***If your company does them, let the employee know that you are going to send profiles, such as DISC and Motivator's tools and Task Quotient assessments. Use that information to fill out the following:***

JOB ENVIRONMENT/TTI and MOTIVATOR TYPES:

INTERVIEW

What type of skills/experience do you bring to the table?

What type of skills don't you have that I've discussed in relation to the job?

What type of environment do you like to work in? Quiet, active, fast-paced? Multi-task or serial work?

What is the one thing you love to do professionally? What do you feel are your greatest strengths?

Tell me about a situation where you have had to solve a problem in a creative way – something you are proud of?

What has been your most successful accomplishment?

What do you know about small business?

What do you know about marketing? Sales?

Give me an example of your organizational skills?

Ok – now, if you had to organize an event walk me through doing that?

How do you prioritize things to do?

What do you want to do?

What would be your dream job? What would be your nightmare job?

Tell me about the best team you ever worked with - why?

Best boss – why?

Worst working relationship and how that impacted you? What did you do about it?

Etc.