

Telephone Interview Questionnaire and Guide

Applicant Name: _____ Date of Interview: _____

Interviewed by: _____ Position Applying for: _____

1. What do you know about our Company?
2. Do you know anyone who currently or in the past worked here?
6. What are you looking for?
7. What are you currently doing?
8. What kind of salary are you looking for?
9. Why do you want to work here?
10. Are you comfortable with working from heights?
3. Do you have any physical issues that would prevent you from performing your job?
(Lifting 100 lbs, climbing, bending, walking, pounding?)
4. Why are you leaving your current / last job?
5. If offered a position, when would you be able to start?

11. Are you willing to do over night travel?

12. Do you have any personal issues that would require time off from your normal work schedule?

13. Do you have a valid driver license?

14. Do you own or have access to a dependable vehicle?

15. How did you hear about this opening?

16. What other relevant experience or education would you like us to be aware of?

NOTES:

SAMPLE

Schedule Interview?

Yes

No

Interview Scheduled for:
