

SCREENING INTERVIEW

Candidate _____ Date _____

Position _____ Manager _____

Instructions

Make the applicant feel comfortable, and explain the agenda for the interview: You are going to ask some questions, and then you will give him, or her, a chance to ask questions.

Key Questions - Look for evidence of the basic abilities and experience you need in this position. You can use the Achievement History form to ask questions about the applicant's background.

Evaluation/Decision - Does the applicant appear to have the background and the traits found in successful performers? If you decide to move further, you need to:

Sell the Opportunity – Tell the candidate what people like about the position and about your company. Emphasize the benefits and opportunities involved, and then....

Take the Candidate's Temperature - Ask how they feel about the opportunity at this point, and give the candidate a chance to ask any questions they may have.

Have the candidate complete the Selection Insight Survey, at the web address below, and set a date to meet again for your Selection Interview.

www.professionalselections.com/SelectionInsight.htm