

SAMPLE: Telephone Pre-Interview Screening Questions

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Telephone pre-interview questions

Position:

We are conducting quick telephone pre-interview sessions. From this group, the Hiring Committee will be choosing the short list for interviews. Do you have time now (10 -15 minutes or so) to chat?

1. Where did you see our posting?
2. If you are chosen by the Hiring Committee for a first Interview, they will be early next week. Are you available?
3. What is your availability, when can you start work?
4. We're a not for profit. Salary Range - what are your minimum expectations? (*Manager's notes – it's your discretion if you want to discuss the salary range for the position at this time. You can certainly tell them if the salary falls under their minimum expectations.*)
For a Full Time job: This is a full time job, with benefits after three months, with a probationary period of 6 months.
5. Skill sets:
 - a. Confirm that they have the skills/qualifications you've asked for on the posting
6. What part of your previous education and training fits in with the job requirements of this position? Are you interested in further professional development?
7. How would this position fit in with your long term goals?
8. Did you provide three names/numbers of references that I can contact? OR: Can I contact the references you listed on your resume?
9. Any questions?
10. Next Steps: We will be finishing these phone interviews at xxx, our plan is to contact the short list for interviews by xxx.