

SCREENING INTERVIEW PROTOCOL

Candidate's Name: _____

Interview Score: _____

Interviewer's Name: _____

Date: _____

Evaluate each candidate response, immediately after it is given, using the following rating scale:

1="Poor," 2="Below Average," 3="Average," 4="Above Average," 5="Outstanding"

You don't have enough time to have every prospect come in and conduct an interview. So you will need a screening process to quickly determine if the candidate is a viable target. Remember: Even though they may not be a real target, always treat all candidates with respect and as if they might come back in your professional or personal life. How you deal with them could influence them in a positive or negative manner and this could come back to haunt you or help you. Stick to the facts and basics.

- 1) How did you find us?
 - Find out how they found you – what is it a referral?
 - If so, how do they know the referral?
 - Was it from some advertising?
 - Name recognition?
 - It's always nice to know the source to see if it provides high quality candidates to you.

- 2) What position are you seeking?
 - Though it sounds crazy, sometimes candidates think they are seeking one position but the actual position you are looking for is something else.
 - Get it straight on which position they are looking to apply for early in the interview.

- 3) Why are you looking?
 - Determine their motivation for leaving their last stop.
 - Listen carefully to find out the true reasons.
 - Some questions you may want to ask to find this out include:
 - What are you looking for?
 - Where else are you looking?

- 4) What is their current job status?

- 5) Where do you live?
 - How long have you lived there?

- 6) Do they know anyone that you know?
 - See if you can find a connection.

- 7) Do you have a clean driving record?
 - Have you had any moving violations in the last five years?

- 8) Have you ever been convicted of a felony?

- 9) Where have you worked and for how long?
 - Why did you leave?
 - Ask them to explain.

- 10) Have you ever been terminated?
 - Ask for an explanation.

- 11) What are your current job responsibilities?
 - Numbers of people, revenue per month?
 - What are your goals?

- 12) What have been some of your accomplishments?

- 13) What was your biggest mistake you have ever made?
 - What did you learn?

- 14) What are your goals?

- 15) Do you have a resume that you can send me?

Now keep in mind you cannot expect to bring everyone from this basic screen in for an interview so you need to be pretty direct and to the point. End by telling them you will need to review their resume, and will let them know the next steps and when they should expect to hear from you.