(INSERT COMPANY LOGO)

**MANAGEMENT INTERVIEW SCREEN FORM**

**Candidate Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Step 1 – Phone Screen

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| **Interview Questions** | **Notes** |
| How did you hear about us? |  |
| Why are you interested in working here? |  |
| What position are you interested in working in? |  |
| What is your current salary/salary expectations? |  |
| What benefits do you currently have? Benefits needed? |  |
| Do you have limitations in your schedule? If yes, explain. |  |
| Is it likely that your availability will change within the next six months to a year? |  |
| If hired, can you provide proof of identity and authorization to work in the U.S.? |  |
| Have you ever been convicted of a crime? If yes, please explain. |  |
| Have you ever been involuntarily discharge from a job? If yes, please explain. |  |
| Ask candidate questions to learn about their experience:   * why they switched companies/positions * discuss responsibilities * discuss gaps in employment * etc. |  |

##### Step 2 – In Person or Skype Interview

|  |  |
| --- | --- |
| Standards | |
| Interview Questions | Notes |
| What motivates you to succeed? |  |
| What are your strongest attributes? What are your opportunities? |  |
| Tell me about the best job you ever had? Explain. |  |
| What are your professional goals in the next 2 years? 5 years? 10 years? |  |
| What’s the most effective thing you’ve done to successfully impact your business? |  |

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| **Leadership** | |
| Who is your biggest role model and why? |  |
| Tell me about a person that has developed the most under your leadership. Who is this person and where are they today? |  |
| What is most intriguing to you about this opportunity? Why do you feel this may be a great fit for you? |  |
| What is the most effective thing you have done to create an environment where people want to work with you? |  |
| Tell me about a time you fundamentally disagreed or had a different viewpoint on a project or situation. How did you handle the situation? |  |

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| **Job Specific** | |
| (Insert Job Specific Questions Here) |  |
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| 2nd interview set up with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3rd interview set up with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4th interview set up with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Offer made: Y N Hired: Y N If hired, start date: |