## **Pre-Screening Interview Guide**

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| Candidate | Date |
| Position applied for | Interviewer |

**Questions for Candidate Responses**

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| --- | --- | --- |
| 1 | Are you currently employed? | Yes or No |
| 2 | Why are you seeking a new position? | Follow up: What led to your leaving your last company? |
| 3 | What can you tell me about our company? |  |
| 4 | What were the top 3 duties in your most recent job? |  |
| 5 | What did you like **most** about your most recent job(s)? |  |
| 6 | What did you like **least** about your most recent job(s)? |  |
| 7 | Why do you feel you are a good fit for this position? |  |
| 8 | What are your career goals over the next 2-3 years? |  |
| 9 | What is your start availability and salary expectations? |  |
| 10 | If asked, can you provide a list of 3-5 professional references? |  |
| 11 | What questions can I answer for you? |  |

**Comments / Next Steps:**