

# Phone Screen Template

<b>PHONE SCREEN</b>	
Candidate Name	
Interview Date	
Interview Time	
Position Title	
<b>STANDARD QUESTIONS</b>	
Why are you interested in this position?	
What skills do you have that will help you be successful in this position?	
What responsibilities of this position would be a new learning for you?	
What type of work do you enjoy most? What type of work are you most passionate about?	
Tell me about a time when you achieved results to a goal through others who did not report to you.	
What are your career aspirations (short term & long term)?	
<b>PEOPLE LEADER POSITIONS</b>	
What is the one area that you feel you must develop to be a stronger people leader?	
In your past roles, how much of your time was spent managing the work vs. managing the people?	