

## TELEPHONE SCREENING FORM

Applicant Name:	Date:
Position/Department:	Interviewer:

GENERAL REQUIREMENTS	COMMENTS	Outstanding	Good	Adequate	Poor
<b>Self Expression</b> – Was the applicant able to express ideas clearly?					
<b>Education Background</b> – Is the applicant's educational level acceptable? Is applicant pursuing further education?					
<b>Work Experience</b> - Is the work compatible? Compensation acceptable?					
<b>Ambition</b> - What are the applicant's future goals? Are they realistic? Does the applicant seem motivated for the job and eager to succeed?					
<b>Ability</b> - Does the applicant seem to grasp things easily? Is the applicant a good listener? Does the applicant ask thoughtful and relevant questions?					
<b>Knowledge of our Company</b> - Did the applicant know anything about the Company before the interview? Did the applicant ask good questions about the Company? Did the applicant have a good concept of the job itself?					