**PHONE SCREEN**

Use this assessment to record answers from a phone screening.

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. After reviewing the job description for this position (when you applied) are you able to perform the required job duties? Yes No
2. Are you currently employed? Yes No
3. Why are you leaving your current employer? - or Why are you no longer working there?
4. Please tell me about your duties in your most recent position.
5. What are your wage expectations for the position you are applying for?
6. Do you have any availability limitations (i.e.: days or hours you cannot work) and what are they?
7. If applicable, can you explain any gaps in your employment history?

Provide any other information that the candidate provided: