**Screening Interview Form[[1]](#endnote-1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Candidate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Outstanding | Meets the Requirement | | Does Not Meet the Requirement |
| Required Competencies (to be populated ahead of the interview)   * Competency A * Competency B * Competency C * Etc.   Role Requirements (to be populated ahead of the interview)   * Requirement A * Requirement B * Requirement C * Etc. |
| Candidate Qualifications | | | | |
| * Question about Competency A (use CBBI questions per above) |  |  | |  |
| * Question about Competency B (use CBBI questions per above) |  |  | |  |
| * Question about Competency C (use CBBI questions per above) |  |  | |  |
| * Etc. |  |  | |  |
| Some roles may require candidates to meet specific expectations (i.e., able to lift X pounds, willing to work in Y conditions, wear specific equipment, willing to work particular shifts) – with or without reasonable accommodation. The answers are binomial. | Willing / Able? | | | |
| YES | | NO | |
| * Requirement A |  | |  | |
| * Requirement B |  | |  | |
| * Requirement C |  | |  | |
| * Etc. |  | |  | |
| Motivation for Change | Answer/comment | | | |
| * Why are you seeking this career field (not this job)? |  | | | |
| * What goals do you have as you enter this profession? |  | | | |
| Compensation Expectations\* |  | | | |
| * What is your desired salary?   + Base   + Variable component   + Deferred compensation / long-term incentives, etc. |  | | | |
| Availability for an in-person interview and beginning work |  | | | |
| * Availability to interview |  | | | |
| * Availability to begin work |  | | | |
| Overall Assessment | | | | |
| * Comment 1 * Comment 2 * Comment 3 | | | | |

\* First, ensure the questions you ask in this section comply with state and local law

1. Victoria A. Hoevemeyer, *High-Impact Interview Questions, Second Edition* (New York: AMACOM, 2018). [↑](#endnote-ref-1)