**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)