

APPLICANT INFORMATION

Applicant Name:	Date:
Phone Number:	Position Applied:
Email Address:	Phone Screen Completed by:

A phone screening conversation is a quick and useful way for a hiring manager to obtain clarification and/or additional information regarding an applicant's experience and qualifications to determine if they meet the minimum qualifications of the position and should move forward to a full interview. A phone screen conversation also provides an opportunity for the hiring manager to provide the applicant with a realistic overview of the job and the team, and to provide information about the selection process. A quick check-in regarding salary expectations may also be useful at this stage of the process to ensure no major misalignment.

What interests you about this role and SFU?

What are your long-term goals?

Can you please highlight key elements from your experience that will be helpful to you in this role?

