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| **HSA Phone Screen Form – Interviewer Notes*****To be used in Conjunction with the HSA Phone Screen Form*** |
| **Candidate Name: Name** | **Interviewer: Name(s)** |
| **Phone Number: (area code) number** | **Email: Insert email address** |
| **Interview Date: Day, Date** | **Interview Time: Time am/pm** |
| **Position: Job title** |
| **Preparation:** |
| * Print copies of the phone screen form, the job description, and candidate’s resume for all interviewers.
* Select a quiet location in which to conduct the phone screen, such as an office or conference room.
* Call the candidate at the scheduled time.
* If the candidate does not answer, leave a voicemail, for example: “This is [YOUR NAME] from [DEPARTMENT] calling about the phone screen we had scheduled to for the [JOB TITLE]opening at the University of Washington. Please give us a call back if you are still available or please e-mail to confirm your continued interest in this position and suggest alternate times or a different contact number. Thank you.”
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| **Introductions and Process Overview:** |
| * If the candidate answers the phone introduce yourself, include your name, title, and department, and indicate who you are calling for (if the person on the phone has not already identified themselves as the candidate).
* Note that you will be conducting interview on speaker phone.
* Introduce other interviewers in room.
* Inform them that this is the first step in the HSA best practices process.
* Inform them that at any time they can ask for a question to be repeated or deferred until the end of the phone screen.
* Note how much time you have allocated for the phone screen, how many questions you will be asking and that you hope to have a few minutes at the end of the interview for the candidate to ask any questions they may have.
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| **Ask the Interview Questions:** |
| * Ask the interview questions in order – taking turns if there are multiple interviewers.
* Be aware of the time when asking questions, if you begin to run up against the end of your scheduled time remind candidate of time constraints.
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| **To Conclude the Phone Screen** |
| * Revisit any questions that the candidate deferred until the end of the call.
* Ask the candidate if they have any questions for you.
* Outline the next steps for the candidate – include the timeframe you expect to finish phone screens, when they can expect to hear back from you (either if they are selected to move on to an onsite interview or if they are not selected), and ask their availability if they are selected to be brought in for an onsite interview.
* Thank the candidate for taking the time to speak with you. Regardless of the candidate’s performance, it is important to leave each feeling valued and appreciated.
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