

Phone Interview Worksheet

APPLICANT	DATE
JOB	INTERVIEWER

Questions

What attracted you to this position and to our company?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What type of work do you like doing? What type of work do you dislike doing? (Do you have any hobbies?)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Tell us one personal accomplishment you are proud of. How did you pull it off? Were there any obstacles you had to overcome?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What related work experience or skills do you have?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
(If they have previous cleaning experience) What approach would you take to clean a public restroom?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
(If they have previous cleaning experience) What on the job equipment have you used before?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Could you describe a situation at work when you ran into a problem and had to come up with a solution on your own?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Are you most comfortable working independently or in a group? Why?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
What kind of behaviour from others irritates you most and how do you handle it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	EXCELLENT (4)	GOOD (3)	ADEQUATE (2)	POOR (1)
Recommend for face-to-face interview?				<input type="radio"/>
				YES
				<input type="radio"/>
				NO

Other Topics to Discuss

Schedule	Hourly Rate
Use of Technology	Requirements for Getting to Work
Training / Orientation	Equipment Requirements
Responsibilities	References
Commitment Level	Opportunity for Advancement

