# **Phone Interview Guide**

|  |  |
| --- | --- |
| First name:  | Last name:  |
| Interview date:  | Allowed to work in the country: Yes ☐ No ☐ |
| Position sought: |  |

## **Availability**

On what date will you be available to start working?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum number of hours of availability per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum number of hours of availability per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long will you remain available for work?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability breakdown per day**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **From** |  |  |  |  |  |  |  |
| **To** |  |  |  |  |  |  |  |

**[The following questions are provided as a reference; adapt them to your situation as needed.]**

**Introduction**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| Why are you looking for a new job? |  |
| How did you hear about us? |  |

**Motivation**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| Why do you want to work here? |  |
| What did you like the most about your last job? |  |
| What would you have changed about your last job? |  |

**Position**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| Why do you think you have the right qualifications for this position? |  |
| Are you available to work night and weekend shifts? |  |
| What kind of work environment are you looking for? |  |
| What are your salary expectations? |  |

**Personality**

|  |  |
| --- | --- |
| **Question** | **Notes** |
| What can you tell us about yourself, your experiences, and your background? |  |
| What are your interests, passions, or hobbies? |  |

