NEW YORK UNIVERSITY
A private university in the public service

Human Resources Division
Employment Office
7 East 12th Street,1ST Floor
New York, NY 10003-4475

TELEPHONE PRE-SCREEN FORM

Sample opening:
"We've gotten your resume applying for the _____position at NYU. If you have a few minutes now, I'd like to be able to get some additional information from you so we can have a better idea if there's the potential for a good fit."

- Why did you apply for this position?

- Why are you interested in working for NYU?

- Why are you currently in the market for a new position?

- Does your employer know you are looking for another job?

- What do you do in your current job? Give me an example of what a typical work day is like for you.

- Please describe three practical skills that you possess which make you a qualified applicant for this position.

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- What would your ideal job be?

- What is your current salary/compensation package and what range of compensation are you seeking?

- How soon are you looking to make a transition into a new position?

Tip: At some point during the phone screen, the applicant may ask for a fuller description of the job, but try to keep it brief, at least until you can determine by the responses to your questions, that you really want to pursue this applicant further. Once you have decided that, it is important to then give a fuller description to the applicant and then ask them if they are interested in being considered.

Sample closing: "Thanks for your responses. We have several other applicants to talk to before we proceed with setting up in-person interviews -or- "We would like to now schedule you to come in for an in-person interview" (depending, of course, on how the phone screen went!)