

Human Resources Division

Talent Management Office
726 Broadway, 8th Floor
New York, NY 10003

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.

