



Telephone Interview Script

Job Title: _____

Consultant: _____

Date: _____

Candidates Name: _____

Today's Date: _____

Position Title / Location: _____

Resume Attached: Yes No Location: _____

1. Company and Job

- Company demographics (size)
- Company niche (main products / services, markets, specialty areas)
- Progression indicator (*"Describe how you have progressed through the ranks and landed your current position"*)
- Salary progression (*distinguish Base salary from Bonuses or Commission on a yearly basis*)
- Direct supervisor(s) (*How many, what were their titles*)
- Direct report(s) (*How many, what were their titles*)
- Technical Systems you operated

2. Success Profile

- Your greatest accomplishments (Increased revenues or Decreased costs)
- Reason for leaving (qualify their circumstances / their reasons)
- Counter Offer Preparation (*"What is your next logical move in progression at your present company? What would you have to change at your present position for you to continue working there?"*)

3. Assessment of Candidates Needs

- What are three criteria for selecting your next employer?
- What are three criteria for selecting your next position?
- What pace do you prefer to work at (a) controllable, moderate and predictable; (b) fast paced, deadline pressure; (c) "Hyperspace" like the trading floor of a Stock Exchange trading floor
- Management Style: structure/feedback/direction versus independence and autonomy; consensus building, participative supervisory style versus centralized autocratic decision making

- Not to limit you or commit you to a certain dollar figure, but what is the minimum salary you'd consider right now to accept another position?

To close the phone interview: we've got a few more candidates to speak to over the phone before we set up Face to Face interviews. Allow me to get back to you tomorrow night if we're in a position to invite you in for a meeting.