

PHONE INTERVIEW TEMPLATE

To fully understand and be able to utilise this template, please also download the My New Venture Phone Interview Process Guide, another downloadable resource found in this topic.



SECTION 1

WELCOME (4 MINUTES)

- Welcome the candidate and introduce yourselves and your roles
- Remind candidate of interview length and the job role they are applying for
- Brief overview of the type of questions you'll be asking. Tell the candidate you will be taking notes as you go.
- Ask the candidate to save any questions they have until the end of the interview



SECTION 2

BACKGROUND QUESTIONS (6 MINUTES)

Question 1

Question 2

**SECTION 3****TEAMWORK EXAMPLE QUESTIONS (6 MINUTES)**

Question 1

Question 2

**SECTION 4****ROLE SPECIFIC QUESTIONS (8 MINUTES)**

Question 1

Question 2

Question 3



SECTION 5

CLOSE (6 MINUTES)

- Thank them for their time
- Do they have any questions?
- Let them know when they'll hear back from you and what the next steps are if they are successful
- Opportunity to sell role and your business (optional)
- Opportunity to ask the candidate what their notice period is and salary expectations (optional)

NOTES

| List of qualities you want in a candidate | Score between 1-4 |
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