



Master Telephone Screening for Job Candidates

Screen smarter, hire better



Why Use Telephone Screening?



Filter Applications

Manage large volumes efficiently and identify mismatches early.



Initial Assessment

Evaluate skills, experience, and communication abilities quickly.



Check Expectations

Discuss remuneration expectations before investing interview time.



Best Practices for Success

01

Schedule in Advance

Book calls at times convenient for applicants.

02

Allow Adequate Time

Plan for at least 15 minutes per conversation.

03

Use Framework Flexibly

Guide conversation naturally, avoid rigid scripts.

04

Ask for Examples

Request real experiences to understand candidates better.

Key Areas to Cover

1

Skills & Experience

Verify qualifications match job requirements and expectations.

2

Communication Style

Assess clarity, professionalism, and interpersonal abilities.

3

Salary Expectations

Ensure alignment with budget before progressing candidates.

4

Availability

Confirm start dates and notice periods required.



Important Reminders

Don't Rush Judgement

Avoid firm decisions based solely on phone conversations.

Electronic communication has limitations.

Stay Consistent

Ask similar questions across all applicants.

Take detailed notes for fair comparison.

 Follow-up questions help gather deeper insights when needed.



Use a Screening Framework



Prepare Questions

Structure your conversation with key topics.



Conduct Call

Guide naturally whilst covering essential areas.



Document Responses

Record insights for comparison and decision-making.



Ready to Screen Smarter?

Telephone screening saves time and improves hiring quality when done effectively.

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