



Initial Phone Screen of Candidate

Name of Candidate: _____

Date Completed: _____

Phone Interview Completed By: _____

- 1) Tell us about yourself and what led you to apply for this position at Sweet Briar College.
- 2) Why do you feel you are a good fit for this position, based on your experience and skill sets?
- 3) What do you feel would be your greatest strength in this role, but also your greatest challenge?
- 4) If I asked your current/recent Supervisor about your performance, what would they say?
- 5) Describe your ideal leader, and what type of leader you work best with.
- 6) Provide an example of a situation with a co-worker or supervisor where you experienced conflict. How did you resolve this conflict? What lessons were learned?
- 7) Give me an example of a specific situation when you exhibited great customer service.
- 8) If offered the position, what is your availability for starting in the role?
- 9) What are your salary expectations for this position?
- 10) What questions do you have for me?

Additional Observations/Comments:

Move to next round of interviews Do not move forward at this time

If not moving forward at this time, provide rationale here:

