Phone Screen Sheet

Candidate _____ Position _____

Phone # _____ Date called _____

☐ The number reached the candidate

Confirmed

Hours ☐ Yes ☐ No

Responsibilities ☐ Yes ☐ No

Pay range ☐ Yes ☐ No

Red flags heard

☐ “This isn’t actually my phone”

☐ “I can’t find a ride”

☐ “Can we do it later in the day? I sleep until noon”

☐ “Yeah, I’ll be there. Probably. Mostly.”

☐ Long pauses on basic questions about hours or pay

☐ Hesitation when you describe the job, like they don’t remember applying

Two or three of these in a five-minute call is your answer.

In-person interview

Day _____ Time _____

Confirmation sent: ☐ Text ☐ Email ☐ Calendar invite

Clip this to their file. Never write on the application itself.

You can find a downloadable copy of this, and the other forms from this book, at learndevelopmanage.com/downloads/tsquare.