

PROFESSIONAL – TECHNICAL SCREENING FORM	
Name of the Candidate:	Position Title:
Interviewer / Screener Name:	Interviewer / Screener Title:
Screening Date:	

The below questionnaire is designed to gain deeper understanding of the candidate technical and professional experience and qualifications while ensuring fair and equitable assessment for ALL reviewed candidates.

Screeners are encouraged to use as many questions as applicable and record the candidate's answer accordingly. The technical screening should be conducted over the phone to determine if the candidate should be invited in for an interview. The blank areas are reserved for any position specific questions that were developed by the hiring manager and/or the Search Committee.

Section A and B apply to ALL positions

1. GENERAL SKILLS AND EXPERIENCE ASSESSMENT
<p>Q1: Please provide a quick summary of all of the positions that you held, chronologically, along with a brief description of the position scope and responsibilities, whom you reported to, and the company overview</p> <p>Notes: _____</p>
<p>Q2: Please refer to our posted qualification requirements and relate how and where you gained, utilized, or demonstrated such qualification or experience?</p> <p>Notes: _____</p>
<p>Q3: What other experiences, skills, or qualifications are relevant to our posted position, that you have, but are not listed in your resume?</p> <p>Notes: _____</p>
<p>Q4: Describe, in detail, the position that you are looking for? Why?</p> <p>Notes: _____</p>
<p>Q5: What is your minimum salary requirement? Availability for employment date? Are you considering or expecting any other employment offer at this time?</p> <p>Notes: _____</p>
<p>Q6:</p> <p>Notes: _____</p>
<p>Q7:</p> <p>Notes: _____</p>
<p>Q8:</p> <p>Notes: _____</p>

2. MANAGERIAL SKILLS AND EXPERIENCE
(For position with supervisory or managerial responsibilities only)

Q1: Describe, in detail, your highest level of supervisory / managerial experience? How many employees did you supervised? List their positions and titles?

Notes: _____

Q2: Based on your work experience, identify the most and least effective Performance Review program that you have used/applied (no company name is necessary)? Why?

Notes: _____

Q3: Identify any supervisory training or certification programs that you completed. Which one of them was most helpful in improving your supervisory / managerial skills? Why?

Notes: _____

Q4:

Notes: _____

Q5:

Notes: _____

Q6:

Notes: _____

Q7:

Notes: _____

Q8:

Notes: _____

3. REVIEWERS NOTATION & DECISION

Notation:

Based on Technical Screening Candidate:

Qualifies for Position

Set Up On-site Interview Date _____
 (notify Human Resources)

Lightly Qualifies – undertermined

Unqualified

Reason:

Technical Screener Name:

Technical Screener Title:

Date: