**Initial Telephone Screening Interview**

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| Candidate: |  | Interviewer: |  |
| Role/Position: |  | Date & Time: |  |

**RATING KEY (1-5)**

1 = Does Not Meet Requirement

3 = Meets Requirement

5 = Exceeds Requirement

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| --- | --- | --- | --- |
| **SECTION 1: INTRODUCTION** | | | |
| # | Question | Notes | Rating: 1-5 |
| 1 | This interview is an opportunity for me to get to know you, so please tell us about yourself |  |  |
| 2 | What interested you in the position of <enter role/position>? Why now? |  |  |
| 3 | What do you know about us and why do you want to work with us? |  |  |

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| **SECTION 2: SKILLS** | | | |
| 4 | What skills and experience do you have that are important for this position? |  |  |
| 5 | Tell me about the types of <enter role/position>activities you’re used to leading. |  |  |
| 6 | What experience do you have doing <enter role/position>, and what was the scope? |  |  |
| 7 | What is your ability level with speaking French? Writing? Reading? |  |  |
| 9 | What role have you played in leading teams (staff and/or volunteers)? |  |  |
| 10 | Which parts of your current/previous job did you excel at? |  |  |

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| --- | --- | --- | --- |
| 11 | Is there anything that you’ve already noticed about our current <enter applicable statement (ex. programs/events/communications)> that you think could be improved? |  |  |
| **SECTION 3: WRAP-UP** | | | |
| 12 | <Enter name of NSF> head office is in <enter city>. Are you comfortable with this? |  |  |
| 13 | The position could require travel. How do you feel about this? |  |  |
| **SECTION 4: QUESTIONS** | | | |
| 15 | Do you have any questions for me about the position or about us? |  |  |
| 17 | Please note that the next stage in the process is a panel interview. We will let you know by <enter date or timeframe> if we’ll be moving forward with your application and the interviews will take place on <insert date or timeframe>. |  |  |

Notes:

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| **Overall Assessment** | | | |
|  | Does Not Meet Requirements | Meets Requirements | Exceeds Requirements |
| Level of Preparation |  |  |  |
| Relevant Skills & Experience |  |  |  |
| General interest in Role/Position |  |  |  |