

# UPMC PHONE SCREEN GUIDE

Phone screens are useful tools to help you narrow down your applicant pool by addressing “knock out” questions. Remember, phone screens are considered interviews and therefore they must be documented. All candidates rejected during the phone screen must have an interview date and a rejection reason in MyHub.

CANDIDATE INFORMATION	
Candidate Name:	Position:
Business Unit:	Job Opening ID#:
Interviewer:	Date:

<b>Q: What made you apply to this opportunity? Why are you interested in working for UPMC?</b>
A:
<b>Q: Discuss the candidate can commit by discussing days/hours/shifts/holidays/weekends/etc.- Are you able to work the required schedule for this position?</b>
A:
<b>Q: Discuss if travel between multiple locations is required - Are you able to travel to the location for this position?</b>
A:
<b>Q: Ensure to verify dates of employment and basic duties held - Tell me about your most recent positions. What were your responsibilities?</b>
A:
<b>Q: Discuss when the position is anticipated to be filled - If offered a position, when would you be available to start working?</b>
A:
<b>Q: Provide an overview and discuss the position responsibilities - Are you interested in being considered for this position?</b>
A:

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## CANDIDATE EVALUATION

**Schedule for Next Interview**

You would like to pass this candidate onto the next step of the interview process.

**Reject\***

You are rejecting this candidate from further consideration for this position. **NEXT STEPS:** Select the appropriate rejection reason below, enter this reject reason and the interview date in MyHub

*\*you must indicate an appropriate reason*

Candidate Not Interested

Less Preferred

Poor Phone Interview

Poor Work History

Unable to Contact

**NOTES:** Use the space below to provide reasoning for your above selection and include relevant interview notes:

**\* REMINDER** – ALL INTERVIEW NOTES MUST BE SENT TO TALENT ACQUISITION BEFORE AN OFFER IS MADE.