

# Pre-screening QUESTIONS

When doing more recruitment yourself you should try to do a tiered structure to the process, with a short 10 minute telephone interview to make sure you are happy with the next stage.

Make sure you make notes and use these notes in your face to face interview.

Firstly sell the company/sell the role

Make sure you are using this opportunity to get the candidate excited about your company and the role.



## Key questions to ask in the screening

1. If there is any doubt, make sure they have a UK work VISA or what is their VISA status
2. If the candidate lives a long way away, ask about the commute or how they plan to relocate.
3. If they need a driving license, ask if they have one.
4. Why did they want to apply for this role?
5. Why are they looking to leave their current job?
6. What is their current salary/package?
7. What salary/package are they looking for?
8. Do they have any other offers or interviews?
9. What is their notice period?
10. What is their interview availability?
11. Do they have any relevant references?