



### Candidate Screen Evaluation Form

Candidate:	Date:	<u>Recommendation:</u> Q = Move Forward H = Hold for Consideration NQ = Do Not Move Forward AP = Better Qualified for Another Position
Position:	Person conducting screen:	

#### Introductions

What about the role captured your attention?

(Insert Role-specific Questions)

#### Collaboration

Give me an example where you needed to work with others to perform a task. Who did you involve?

What do you think your business clients would say about you?

What do you think your colleagues would say about you?

What do you think your boss would say about you?

#### Excellence

What are you most passionate about when it comes to your work?

What motivates you to do your best?

How would you describe going above and beyond? Give me an example where you have done this.



Current

How is your performance measured in your current role?

Give me an idea of where you are currently focusing as far as areas of improvement.

How would you rate your performance today? Recent feedback?

Future

What would motivate you to make a move?

How would you describe your professional style?

What do you need from an organization or leader to be successful in your work?  
Where do you see yourself in 5-10 years?

Questions

Additional Notes/Comments:

Compensation:

Cultural needs:

Work authorizations: