

Phone Interview Questionnaire Form

Section 1: Candidate Details

Full Name: _____

Preferred Time for the Interview: _____

Phone Number: _____

Email Address: _____

Section 2: Interview Questions

1. What interests you about this role?

2. Describe a time when you faced a challenging situation and how you overcame it?

3. How do you maintain productivity in a remote setting?

4. What steps do you take to prepare for new responsibilities?

5. Share an instance where you worked effectively as part of a team:

Section 3: Interview Notes Table

| Question | Candidate Response (Summary) | Interviewer Comments | Rating (1-5) |
|------------------------|------------------------------|----------------------|--------------|
| Why this role? | | | |
| Challenging situation? | | | |

Section 4: Acknowledgment

I declare that all information provided during this interview is true to the best of my knowledge.

Signature: _____ Date: _____
