

# Phone screen template

Search committees are encouraged to use this template when planning and conducting phone screens. Units may customize as needed according to position requirements, work location, and telework eligibility.

## Search information

1. Candidate name:
2. Date of screening:
3. Position:
4. Interviewer name:

| Question | Candidate Response | Interviewer notes |
| --- | --- | --- |
| Candidate Availability Are you available for work at UW?   * Which shifts? * What locations? |  |  |
| Telework eligible positions How many days per week are you willing to work onsite?  [Other questions related to telework or the candidate’s remote workspace] |  |  |
| Salary range confirmation The salary range for this position is:  Is this range acceptable? |  |  |
| Minimum qualifications and specific position requirement verification What is your last level of education completed?  Can you provide documentation for it? |  |  |
| Clarification of employment history Is your resume a complete representation of your work history, including any work at the UW?  If there is work at the UW not included, when and where did you work? |  |  |
| Availability for an interview If you are referred to the hiring official of this position, how soon are you available for an interview? |  |  |