

River Valley Child Development Services Telephone Interview Questions



Candidate Name: _____ Date & Time of Interview: _____

Position Title: _____ Program Name: _____

Interviewer Title: _____ Interviewer Name: _____

Interviewer: Discuss the following topics with the candidate during the interview.

- A brief overview of River Valley Child Development Services
- A brief overview of the position, including any travel associated with position
- A description of the work environment (office, cubicle, etc.), number of staff in office, types of clients served, office location, etc.
- Typical scheduled hours for the position
- Salary schedule for the position

Questions

- 1. Can you walk me through your resume and explain any work experience or skills you have listed that you feel qualify you for this position?**

- 2. What duties do you perform in your current role? If not currently employed, candidate may discuss their last employment.**

- 3. What made you apply for this position?**

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4. Please discuss any experience you have related to (insert topics related for the position)

Topic: _____	
Topic: _____	
Topic: _____	

5. If you are selected for employment, when would be available to begin?

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6. Do you have any questions?

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Phone Interview Results

- Move to next step of interview process and schedule in-person interview with candidate
- Do not move to next step of interview process. Submit resume and phone interview questions to HR.

Interviewer Signature

Date