

Recruiter Phone Screen (Universal)

Phone Screen

Universal

General-purpose recruiter screen covering motivation, experience fit, and logistics.

Evaluation Criteria

Role Motivation & Interest

Evaluates why the candidate is interested in this specific role and company, beyond just needing a job.

Rating: 1 2 3 4 5

Sample Questions:

- What attracted you to this role specifically?
- What do you know about our company, and what excites you most?
- What would make this your ideal next career move?

✓ STRONG SIGNAL

Candidate references specific aspects of the role, product, or company mission. They articulate a clear narrative connecting their career trajectory to this opportunity.

× WEAK SIGNAL

Candidate gives generic answers like 'it seemed interesting' or cannot articulate why this role over others. Shows no evidence of having researched the company.

Relevant Experience Fit

Assesses whether the candidate's background aligns with the core requirements of the role.

Rating: 1 2 3 4 5

Sample Questions:

- Walk me through your current role and key responsibilities.
- Which of your past experiences is most relevant to what we're hiring for?
- What's the most complex project you've led or contributed to recently?

✓ STRONG SIGNAL

Candidate clearly maps their experience to the job requirements with specific examples. They quantify impact where possible and demonstrate progressive responsibility.

× WEAK SIGNAL

Candidate speaks in vague generalities, cannot provide specific examples, or their experience seems tangential to the role's core needs.

Communication Clarity

Evaluates the candidate's ability to communicate ideas concisely and structure their thoughts logically.

Rating: 1 2 3 4 5

Sample Questions:

- Can you explain what your team does to someone outside your industry?
- Tell me about a time you had to simplify a complex topic for a non-technical audience.
- How would you describe your working style?

✓ **STRONG SIGNAL**

Candidate answers are well-structured, concise, and easy to follow. They adjust detail level appropriately and check for understanding. Active listening is evident.

× **WEAK SIGNAL**

Candidate rambles without clear structure, gives excessively long answers, interrupts frequently, or struggles to get to the point.

Career Trajectory & Growth

Assesses whether the candidate has a thoughtful career plan and this role fits logically into it.

Rating: 1 2 3 4 5

Sample Questions:

- Where do you see yourself in 2-3 years?
- What skills are you most eager to develop next?
- Why are you considering leaving your current position?

✓ **STRONG SIGNAL**

Candidate articulates a coherent growth plan that aligns with the role's trajectory. Their reason for leaving is professional and forward-looking, not reactive or complaint-driven.

× **WEAK SIGNAL**

Candidate has no clear direction, badmouths current employer extensively, or their stated goals don't align with what this role offers.

Logistics & Availability

Confirms practical alignment on start date, compensation expectations, location/remote preferences, and visa status.

Rating: 1 2 3 4 5

Sample Questions:

- What is your expected compensation range for this role?
- When would you be available to start?
- Do you have any constraints around location or work arrangement?

✓ **STRONG SIGNAL**

Candidate's expectations are within the budgeted range, timeline works, and there are no logistical blockers. They are transparent and straightforward about constraints.

× **WEAK SIGNAL**

Compensation expectations are significantly above range with no flexibility, or candidate is evasive about availability, notice period, or work authorization.

Red Flags

- Candidate cannot explain why they want to leave their current role or gives contradictory reasons
- Significant gaps in employment with no coherent explanation
- Speaks negatively about every previous employer or manager

Notes & Overall Recommendation

Strong Hire Hire No Hire Strong No Hire

Notes: _____

