

Telephone screening guide

Use this guide to assess an applicant's suitability for the role and to create a shortlist of applicants to be interviewed.

1. CANDIDATE DETAILS

Candidate name

Contact no.

Position title

Overview

After reviewing applications and establishing a longlist of candidates, you can use phone screening to refine your list of candidates who you wish to interview. This will also give the candidate an opportunity to ask any questions they may have about the role. This document is a guide only. If you need more information in a particular area from the applicant, you should ask them relevant follow up questions.

2. REFERENCE QUESTIONS

Can you please provide me with a brief summary of your relevant experience?

What skills, knowledge and experience can you bring to this job?

What attracted you to apply for this role? Why are you interested in working for Macquarie University?

Are you comfortable with the advertised salary range for this position?

If successful in obtaining an interview, when would you be available?

NEXT STEPS

1. Review candidates and decide on a shortlist of candidates to interview. Change the status of each candidate in the Talent Recruitment system to 'interview'.
2. Gain consensus from the selection committee members on the candidates selected for interview.
3. Schedule and arrange interviews with each shortlisted candidate.
4. Advise your HR Client Services Team of the applicants not shortlisted and HR will advise them of their unsuccessful application.