

Phone Interview Guide

Launch and administer your phone interview process with the myStaffingPro® Phone Interview Guide. The add-on provides a smooth phone interview process that ensures consistency.

Features

- ▼ **Create the Phone Interview Guide** – Utilize the intuitive interface to configure phone interview guides specific to your hiring process. Each phone interview guide consists of a welcome message, job specific questions, and a closing message.
- ▼ **Assign Phone Interview Guides** – Create multiple phone interview guides and assign them to the appropriate job template. The result is a phone interview guide that is specific to that job description.
- ▼ **View from Requisition Details** – Review the phone interview guide from the requisition’s details. Users can select the action link to quickly review the questions asked in the guide.
- ▼ **Launch the Phone Interview Guide** – Update the applicant’s status to instantly launch the phone interview guide from myStaffingPro.
- ▼ **Record Phone Interview Responses** – Record the applicant’s responses into the onscreen user interface.
- ▼ **Qualify Applicant Responses** – Create screening questions that can be used to qualify the applicant. At the end of the process, select whether the applicant has “passed” or “failed”, and immediately update their status in myStaffingPro.
- ▼ **Export and Email Responses** – Immediately communicate phone interview responses to hiring managers with myStaffingPro’s export and email capabilities.

Phone Interview Guide

Select the modules that you wish to activate for this questionnaire:

Phone Interview Guide Title: Standard PI Guide
 Phone Interview Guide Description: standard for all positions

Phone Progress Meter:

Phone Interview Guide Status: Active

Applicant Status to Launch Guide: PT - In Process

Phone Interview Guide Qualified Status: NTV - Eligible to Schedule

Phone Interview Guide UI Status: PT - Not Qualified

Module	Section Header	Review
<input checked="" type="checkbox"/> Welcome Message	Custom greeting for candidates applying to your requisition. Click on the link to edit your Welcome Message.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Job Specific Questions	This module contains the job specific questions asked in this questionnaire. Click on the link to edit your Job Specific Questions.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Qualified Message	The Qualified Message is a customized message for all applicants who complete their application for a specific requisition. Click on the link to edit your Qualified Message.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Disqualified Message	The Disqualified Message is a customized message for all applicants who are disqualified from their requisition on their application for a specific requisition. Click on the link to edit your Disqualified Message.	<input type="checkbox"/>

Save

Phone Interview Guide Setup

This screen allows you to manipulate the screening questions.

Question	Answers - red text indicates a DU	View	Archive
1. Are you currently employed?	a. Yes b. No	view	archive
2. If you answered "yes" why are you seeking a new position? If you answered "no," why did you leave your last position?		view	archive
3. If hired, employment with our company, how much notice do you need to provide your current employer?	a. Immediately b. 1 week c. 2 weeks d. More than 2 weeks	view	archive
4. How many years of experience do you have in this field or in similar occupations?	a. No experience b. Less than 1 year c. 1-2 years d. 3-5 years e. More than 5 years	view	archive
5. What certificate(s) or license(s) do you possess in this field?		view	archive
6. This candidate has:	a. Passed b. Failed	view	archive

Defining Job Specific Questions

Information

Hi! This is _____ calling on behalf of ADC Company. I'm calling because we have a 15 minute phone interview scheduled at this time. Is this still a good time for you? The purpose of the interview is to gain a little more information about your background and experience and give you an opportunity to learn more about the position and organization.

The purpose of the interview is to obtain further information on your qualifications for the position and determine the best fit for yourself and for ADC Company. First, I will ask you a few questions regarding your educational and work background. Then I will ask you more specific questions about how you have handled situations in the past.

You will do most of the talking today, however I will be taking notes to insure that I have the most complete information regarding your qualifications. Please also be aware that I have a copy of your resume in front of me and I will need to confirm some of the information on it.

Do you have any questions about the interview before we get started?

Continue >>

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 For assistance: ask@adc.com or call 1-800-729-0778, ext 6-6-611-6
 Support Code 34992244

Administer Phone Interview

Please contact your Sales Representative for additional functionality and pricing information.