

Interviewer:	Date:	Employee:
Appearance:	Manners:	

PRE-SCREENING QUESTIONS

1. Do you have a resume? If yes, do we have a copy to upload?
2. What is your work history/experience
3. Have you worked with a staffing agency before? (If not, explain how DES will help find a job)
4. What kind of work are you looking for?
5. Starting pay preferred:
6. What shift works best for you? 1st 2nd 3rd

"I will now begin recording this portion of the interview for our client."

BEGIN RECORDING

7. Please tell me about yourself.
8. What is your greatest strength?
9. What is your greatest weakness?
10. How do you handle stress/pressure?
11. Please tell me about a time when you had a challenge at work that you were able to overcome.
12. Is there anything else you would like to share (related to work, not personal)?

END RECORDING

"I have a few follow up questions for you."

13. Do you have a valid driver's license? YES NO
14. Do you have reliable transportation? CAR BUS BIKE OTHER
15. How far are you willing to travel for work?
16. Would you pass a drug test if one was administered today? YES NO
17. Do you have scheduling conflicts we need to know about? School? PO Meetings? Other?
18. Do you have steel toed boots/work boots (if applicable)?

Closing: "Thank you for your time today. We will get back to you as soon as possible about a job opportunity."