

Phone Interview Questions



Name:

Phone Number:

Email Address:

1. Summarize your work experience.
 2. What type of employment are you looking for... (temporary, permanent, full-time, part-time)?
 3. What type of transportation do you use? (bus, car, ride)
 4. What is your preferred work location...Wilmington, New Castle, Newark, Claymont, New Jersey?
 5. Are you open to different shifts, overtime, or weekend work?
 6. What are your salary or hourly pay expectations?
- Once all questions are asked, at this point, they should be qualified if they are a fit for NLS LLC.
 - If not, inform them that at this time we do not have a position that will fit what they are seeking, but we will keep their information if we have positions that match their qualifications.

Place in a folder marked “Not NLS.”