

Phone Screening Guide

Confirm the information provided in candidate's application form and CV. Ensure you recap the role and include any relevant information about the team, working environment etc. Below are some general questions. You should add any relevant questions based on the role and team.

Applicant Information

Role	
Name	
Date	
Mobile number	

Progress to interview	Yes	No
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Questions	Notes
What do you know about this role?	
Why are you interested in this role?	
Why are you looking to leave your current role?	
Tell me about your farming experience.	
Tell me about the things you are currently doing in your role.	
What are you responsible for?	

Questions	Notes
What particular skills and attributes would you bring the role?	
Are you involved in any training at present?	
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What is your current notice period?	
Do you have any questions?	

Wrap up

Thank the candidate for their time and let them know the next steps, for example:

- I think that interview went well, I would like to arrange a second interview. **OR**
- I will confirm by DD/MM via email/phone whether we'd like to progress your application further with another interview. **OR**
- Based on..., I don't believe this role would be suitable for you.