

# Phone Interview Screen and Evaluation

## BACKGROUND

Caller Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Source: \_\_\_\_\_

## ASSESSMENT

FACT FINDING	Symbol	Number
Has own vehicle – valid driver's license – comprehensive liability vehicle insurance		
Resides within acceptable commuting distance of your office		
Hours of work offered fit the applicant's requirements		
<b>REACTION TO THE POSITION</b>		
Reaction to house cleaning – physical labor		
Reaction to using own vehicle on the job		
Reaction to working on a team – interacting with clients		
<b>BACKGROUND</b>		
Income requirements – potential weekly income matches or exceeds that of current or past jobs		
Work History – potential fit when past jobs compared to profile of previously successful employees		
Verbal communication skill – “perkiness” over the phone level of enthusiasm		
<b>TOTAL SCORE</b>		

Symbol	Number
✓	+5
√	+2
—	-5
X	-10

Use the above symbols while interviewing.  
Then, convert to appropriate number to calculate  
TOTAL SCORE

Perfect candidate = 45  
Good Candidate = 30+  
Minimal Candidate = 18 (with NO “X”)

INVITATION Interview Meeting Offered  Yes  No

If not, why not: \_\_\_\_\_

Note for meeting: \_\_\_\_\_

USE:

This document and its rating system is designed to be used in conjunction with the exclusive House Cleaning Biz 101 **FIVE STEP SELECTION PROCESS** for weeding out unqualified employment candidates. This step in the selection process helps identify candidates who are worth inviting in to complete an employment application and interview meeting.

**SAMPLE**