

Receptionist Recruiting Phone Interview Form

Date _____ # _____

- AM
- PM

_____/10 Name _____ City _____

Ph. _____ Email _____

Remarks:

- Current job:
- _____
- _____
- _____
- Pay \$\$ _____ to _____ P/T F/T FLEXIBLE

Why this position?

What prior work would say – GOOD?

- BAD?

YES NO Authorize next stage by _____

(Interview Confirmation)

Option 1: ____:____ am/pm M T W R F _____ __group __individual

Option 1: ____:____ am/pm M T W R F _____ __group __individual

Confirmed by _____ Date _____

*reminder: call if cancellation, etc.