

(NAME OF EMPLOYER)
SAMPLE TELEPHONE INTERVIEW

Interviewed by: _____

Date: _____

Candidate's Name: _____

Phone #: _____

1. Do you have the following requirements for the job?
- ☐ Community Support Worker Certificate / Long Term Care Aid Certificate or equivalent experience
 - ☐ Current Basic First Aid & CPR Certificate
 - ☐ Non-Violent Crisis Intervention Certificate / experience in supporting an individual with behavioural challenges
 - ☐ Current drivers license
 - ☐ Experience driving a van
 - ☐ Criminal Record Check from the CRRP
 - ☐ Current Driving Abstract from ICBC
 - ☐ Safe vehicle in good running order
 - ☐ Business Insurance on your vehicle in the amount of \$____M (\$2M or \$3M)
 - ☐ Signed medical stating you are capable of performing the job
 - ☐ Flu shot, Hepatitis B Vaccine, T.B Test, COVID-19 Vaccine

2. Are you interested in ☐ part time or ☐ full time work?

3. What shifts are you available for ☐ day, ☐ evening, ☐ overnight, 24 hour, ☐ weekends?

4. How flexible is your time to respond to on-call work?

If you are satisfied with the applicant's answers and want to move to a full interview, briefly describe the job, hours required and rate of pay.

5. Are you still interested in applying for the position? ☐ Yes ☐ No

6. Set date for face-to-face interview: _____