Brown Bear Car Wash
Phone Interview

Candidate Name: _____

Interviewed by: _____ Date: _____

Ask the candidate if it's a good time to answer a few questions. This call should take 5-10 minutes.

1. What interested you in applying to Brown Bear Car Wash/Hungry Bear Market? Have you ever been to one of our locations?

2. Did you watch the video when you applied? (Instruct them to do so later if they did not watch it) Based upon the employment video, are you able to perform the essential functions of the job?

3. Are you employed? Why are you seeking new employment?

4. What hours are you available to work? Can you work weekends?

5. Will your availability change at all throughout the year?

Answer any questions that the applicant may have. Describe how you want to proceed:

1. If you want to set up an interview, ask them if this is something they would want to speak further about. Set up an interview and give them the address/directions to the location if needed. Remind them to watch the employment video if they haven't.

2. If you decide to pass on the candidate, thank them for their time and tell them you have other applicants to speak with.

Things to consider from the phone interview.

- If you left a message, did the candidate return your call promptly?
- How did the candidate answer the phone? Was it appropriate?
- Did they have an appropriate voicemail? (If applicable)
- Can you hear the candidate smile?
- Did the candidate have a sincere interest in Brown Bear Car Wash/Hungry Bear Market?
- Are they focused on your conversation?
- Do they communicate clearly and professionally?
- Did they give great answers?
- Did they watch the employment video?