

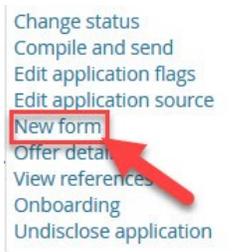
**Phone Screen:**

The first status change, if the applicant meets the mandatory requirements, should be a **Phone Screen**. Once you have moved an applicant to the phone screen status, and scheduled a date for the screening, follow these steps during the phone call:

- 1) Open up the individuals **applicant card** (follow the **Viewing applicant card instructions**).
- 2) Select the **Actions** drop-down box:



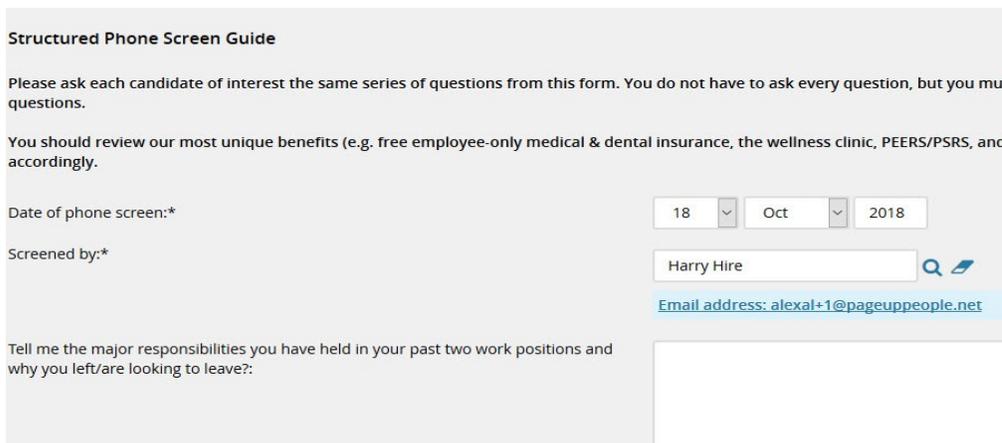
- 3) Choose **New form**:



- 4) Select **Structured Phone Screen Guide**, then **Next**:



- 5) Here you will find a place to follow structured questions to ask during the screen and an area to make notes:

A screenshot of a web form titled 'Structured Phone Screen Guide'. The form contains the following elements:

- A paragraph of instructions: "Please ask each candidate of interest the same series of questions from this form. You do not have to ask every question, but you must ask all questions." and "You should review our most unique benefits (e.g. free employee-only medical & dental insurance, the wellness clinic, PEERS/PSRS, and accordingly)." followed by "and accordingly."
- A date selection field: "Date of phone screen:\*" with three dropdown menus showing '18', 'Oct', and '2018'.
- A text input field: "Screened by:\*" with the text 'Harry Hire' and a search icon.
- A link: "Email address: alexal+1@pageuppeople.net" in blue text.
- A text area: "Tell me the major responsibilities you have held in your past two work positions and why you left/are looking to leave?:" followed by a large empty text area for input.

- 6) Information from the phone screen guide will be listed in the applicant's **History**.