

Phone Call Interview Template

Position Interviewing For: _____

Candidate: _____

Date: _____

Time: _____

Social media checked: ☐

Checked License Status (if applicable): ☐

Answered when called? ☐

Tell me about yourself.

Tell me about your pets and experience with animals.

Tell me about your current/past job.

What did you enjoy the most about your job?

How could you improve your performance at your last job?

Why are they leaving their current job?



How did you hear about []?

Why []?

What skills have you learned from previous jobs that will position you for success?

Have you seen a progression of responsibilities over your jobs?

Is there an issue with commuting/do you have a reliable form of transportation?

The clinic is open []: Are there any restrictions on your schedule?
Occasionally we stay after shift times, would this be an issue?

Are you able to lift 30lbs or more?

Full Time/Part Time?

Job position available and personality traits for success at []
were explained:

Pay scale and benefits were explained:

- VA: [enter pay range] based on tenure, experience and responsibilities.
- Client Service: [enter pay range] based on tenure, experience and responsibilities.
- RVT: [enter pay range] based on tenure, experience and responsibilities
- Non-Licensed Veterinary Technician: [enter pay range] based on tenure, experience and responsibilities.
 - Add any additional benefits you may offer, i.e. health insurance, dental, vision, 401K, PTO, scrubs and CE allowance]

Desired start date:

Specific questions for the candidate:

Set up Job Shadow Interview? ☐ **Time/Day:** _____