

PRELIMINARY PHONE INTERVIEW



Candidate's name: _____

Date: ____/____/____ Time: _____ AM or PM

Responding from what ad source? _____

1. Do you currently have a valid driver's license? _____

Yes = 1 No = **Disqualified**

2. How many moving violations have you had in the last three years? _____

0 = 2 1 = 1 2 = 0 **3 or more = Disqualified**

3. Number of years of professional experience as auto tech? _____

3 years or less = 0 3 to 5 years = 2 5 years or greater = 3

4. Number of years as specialist with vehicle make or area, i.e. Engine Repair, Drivability, etc. _____

Make/Brand Specialty _____ Area of Specialty _____

Less than 2 years = 1 More than 2 years = 3

5. Do you have a fully equipped roll-around tool box? _____

No = 0 Yes = 2

6. Do you have your own Scan Tool or advanced DVOM? What brand? _____

No = 0 Yes = 2

7. Are you an ASE Certified Tech? How Many? _____

Less than 3 areas = 1 4 to 6 = 2 7 or more = 3

8. Have you ever worked on an incentive or flat- rate pay system before? _____

No = 0 Yes = 2

9. Are you currently employed as a Tech? _____

No = 1 Yes = 2

10. How many years of **formal automotive education** do you have? _____

Less than 1 year = 1 More than 1 year = 2

11. Do you have a resume you can email to us? (if fax, _____)

No = 0 Yes = 2

Place caller on hold & tally points. MUST HAVE 16 OR MORE FOR INTERVIEW FOR MASTER TECH!

Advise caller if they: **QUALIFY – schedule an interview**

Daytime phone number: _____ Evening number: _____

Available for Interview:

- Morning
- Afternoon
- Evening
- Other _____
- Dates & Times Available for interview: _____
- Interview Scheduled for: ____/____/____ AT _____ (time)

DO NOT QUALIFY – have them forward resume for our files

COMPLETE THE FOLLOWING EVALUATION IMMEDIATELY FOLLOWING THE PHONE INTERVIEW!

FACTORS		POINTS			
Articulation	1	2	3	4	5
Patience	1	2	3	4	5
Courtesy	1	2	3	4	5
Vitality	1	2	3	4	5
Calmness	1	2	3	4	5
Trust	1	2	3	4	5
Reasonableness	1	2	3	4	5

Comments:

Phone interview conducted by: _____ Date: ____/____/____