

# Your Guide to Pre-Screening Candidates

First contact is extremely important when it comes to sourcing and recruiting top talent, so it's only natural that companies want to get a feel for what a candidate can bring to the table before the hiring process is fully underway. A well-thought-out and encompassing pre-screening form will help paint a clear picture of potential candidates and ease them into the interview process that lies ahead.

That said, even though a pre-screening form might seem like a quick, generic set of questions, not putting effort into its design might bring about disastrous results. The last thing you as an employer want is for an interested candidate to be put off by this set of initial questions and disregard the possibility of applying altogether. This means that taking the time to actually craft a series of meaningful questions is key.

There are a couple of options for your pre-screening strategy. You can create a form for your recruiters to use when interviewing candidates or create a questionnaire that candidates fill out themselves as part of your talent acquisition process.

This could be on your landing page, when they join your talent community, as part of a drip campaign to keep talent warm or the preliminary step in your recruitment journey.

## Top Tips To Consider When Crafting Your Candidate Pre-Screening Form

- Only ask questions that will actually provide some insight into the candidate. This way you can measure responses and use the data to actually improve the candidate experience and the hiring process overall.
- Remember that this is, in fact, just a pre-screening form. Don't go asking questions that delve too deep into the candidate's personal life or the job qualifications at hand.
- Be mindful of survey fatigue: make sure you're asking just the right amount of questions without having the form feel too long or drawn out.
- Think about how and when you'll reach out to candidates. Consider the right channel too e.g. email versus SMS.

- Use the answers obtained to add value to your recruiting process, whether it's segmenting candidates or making sure that questions are not repeated later on in the hiring process.



## Candidate Pre-Screening Sample Form

If you're unsure about where to begin, here is a form template with some key questions that can be a useful starting point for recruiters to use or candidates to fill out:

Do you have basic programming/  
management/marketing/etc skills? (Replace  
with relevant area depending on job listing)

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If so, how many years of experience  
do you have?

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Describe your job search status:

- Active
- Semi-active
- Semi-passive
- Passive

What would make you consider a change?

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What is your salary expectation?

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Additional comments:

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If your candidate pre-screening form touches upon some of these questions, you'll have a great starting point for an effective and thorough candidate experience that also helps you to effectively evaluate individuals immediately. So get started on crafting your own form and take the first step on your all-encompassing sourcing journey!