**Therapist Pre-screening**

### *A pre-screening phone interview is used to make sure that the applicant has the right qualities for the role. 99% of the time we will still meet with the applicants if they meet those basic requirements such as right qualifications and legal checks, but these are also good to do to build an initial connection and not waste precious interview time. Consider making this form an online version on your CRM system where the data can be saved under an Employee file to make the filing process easier!*

### *Before making the call be clear on the requirement of the role e.g. minimum 2 days of availability and how flexible you are on this. Also, protect you intellectual property! Some therapists will take this opportunity to ask you questions about how your business works, what you do, how you get paid etc. and just reassure them that all this will be covered in the induction training. I also take note of those therapists that had more “business” questions rather than genuine questions about the role so I can assess their intentions further during the interview.*

### *Below is an example of questions that you might choose to include/ask:*

### Date of pre-screen:

### Applicants full name:

### Who is completing the screen:

### How did you find out about this vacancy/role?

### Are you aware of the contracting nature of this role?

### Are you registered as a business?

### Do you have the following insurances or are you willing to obtain them?

### Professional Indemnity

### Public liability

### Do you have legal/criminal clearance?

### Do you have a current driver’s licence? What type?

### Do you have your own car? If no, how do you get to work?

### What is your current availability for work with us?

### Provide us with a brief summary of your employment history

### What age groups do you work with?

### What presentations do you work with?

### Are there any presentations that you absolutely do not want to work with?

### Do you have any questions?

### When are you available for an interview? Or thank them for their time and let them know you will be in touch in the next step of the recruitment process.