

The first step to identifying **quality** talent

Use pre-screening questions to save time and discover the best candidates faster

As a recruiter, pre-screening questions are your first line of defence when managing a high volume of applicants. By asking targeted questions up front, you can quickly identify whether candidates meet the minimum qualifications and align with the role requirements. This saves you valuable time and reduces unqualified applications – streamlining your hiring process and improving overall candidate quality.

How many questions should you ask?

Stick to **3–5 focused questions** to get the insights you need without losing candidates' interest. Ask only what's essential – like experience, eligibility, availability, and key skills – to filter efficiently while keeping top talent engaged.

Here, you can find **example questions grouped by topic**. Use them as inspiration for your next job ad.



General pre-screening questions

- Do you have the legal right to work in [country]?
- Are you open to relocating?
- Are you open to spending [X]% of your time travelling for work?
- Are you available to start within the next [X] weeks?
- How long is your notice period at your current employer?
- What are your salary expectations?
- Have you ever worked for our company or a competitor?

Role-specific qualifications

- How many years of experience do you have in [industry/role]?
- Do you have experience with [specific tools, software, or systems relevant to the job]?
- Do you have the required certification(s) for this position? If so, please list them.
- Have you previously worked in a similar position or industry?
Please provide a brief summary.
- Are you comfortable with the primary responsibilities outlined for this role?

Skills and technical assessment (if applicable)

- Rate your proficiency in [key skill/tool] from 1–5.
- Have you ever led a team/project? If yes, please describe this briefly.
- Can you provide a link to a portfolio or examples of your work?
- Are you willing to complete a short skills test or assignment if selected?

Cultural & availability fit

- Do you prefer working onsite, remote, or hybrid?
- Are you comfortable with our hybrid working policy (detailed in the job description)?
- Are you open to working flexible hours if necessary?

Using your own Applicant Tracking System (ATS)?

Link Totaljobs with your ATS via Totaljobs Connect and boost the performance of your job ads.

With **Totaljobs Connect**, your pre-screening questions from your ATS are automatically synced and shown to candidates before they apply on Totaljobs. This creates a smoother experience for applicants – and helps you receive better-quality, more relevant applications.

We're already integrated with over **50 leading ATS providers** – and are continuously adding more.

 **AZON GmbH**
Area Sales Representative /
Business Development Manager

🕒 Please answer further questions from the employer

Professional experience

How many years of experience do you have in this industry?*

Nationality and work permit

What is your nationality?*

Do you have a valid work permit?*

Availability

Are you available to start within the next 8 weeks?