

Sample Pre-screening Email Interview

Often large companies who hire many graduates will send out pre-screening emails to narrow down applicants. These pre-screening emails are designed to demonstrate your skills as well as your writing ability. Specifically logic and clarity are often desired.

Take the time to fill out this sample pre-screening email interview to prepare yourself in your job search:

Thank you for your interest in working with our company. To assist us with our review process, we would ask that you answer the following three questions before we make our interview decisions. When writing your responses, please provide some detail, and focus on what YOU did, said and/or thought in each of these situations. Please limit each answer to one page, but do not feel you need to fill all that space.

1. Tell us about a time at work in the last 12-18 months when you set a goal and worked to achieve it. Write your answer here:

2. Tell us about a time at work in the last 12-18 months when you needed to build support for an idea or action in order to move things forward. Write your answer here:

3. Tell us about a time at work in the last 12 - 18 months when you had to take independent action in order to meet the needs of a client/customer. Write your answer here:

Please reply with your responses within 48 hours by e-mail attachment in Word, plain text.. Only those candidates selected for an interview will be contacted further.

I would appreciate it if you would reply to this message to confirm that you have received it. Thank you again for your interest.