

GLOBAL RECOVERY SOLUTIONS QUESTIONNAIRE

Candidate: _____ Date: _____

1. How did you hear about us?
2. Please describe 3 of your most valuable qualifications for this position?
3. How would you rate yourself on the following? --- 1 lowest and 10 highest

Reliability	_____
Dependability	_____
Integrity	_____
Honesty	_____
Loyalty	_____
Independence	_____
Timeliness	_____
Organization Traits	_____
Resourcefulness	_____
4. Do you have any customer service experience; or any administrative skills?
5. Do you have collections or sales experience?
6. Please list your previous work history or **PLEASE SUBMIT YOUR RESUME.**
7. What is your desired hourly salary? _____
8. What computer or data systems have you used or that you are you familiar with for collections/telephone?
Simplicity _____ Vonage _____ Ringless Voicemail _____ TMax Dialer
System _____ Text Magic _____ Other _____
9. Do you set goals for yourself? If so, how do you ensure that you meet them?
10. What are your strengths?

11. What are your weaknesses?
12. When are you available to start working?
13. How would you rate your skills/knowledge/abilities in the following areas? ---
1 lowest and 10 highest

_____ Collections Administrative Tasks
_____ Customer Service / Communication
_____ Computer – Inputting Notes and Updates
_____ Speaking English Fluently
_____ Administrative Tasks
_____ Excel / Microsoft Products
_____ Leadership Skills
_____ Management Ability
_____ Accountability / Flexibility to Change
_____ Letter Writing / Email Communication Skills
_____ QuickBooks / Accounting / Payroll
_____ IT Background / Programming & Systems
_____ Dialing Experience
_____ Credit Repair

Can you pass a drug test? Y ___ N ___ Background Screening? Y ___ N ___

14.

For inter-office use only --- Candidate DO NOT right below this line.

Interviewer: _____ Date _____

Phone or In-Person Interview Results:

Articulation: _____ Rate on a scale of 1 to 10 (1 being lowest and 10 highest) Communication Skills: _____

Sales Experience: _____ Motivated / Positivity: _____

Hire Potential: _____ / Other: _____

Hire Date: ____/____/____ | Collector ____ Dialer ____ Credit Repair ____

Pay Rate: \$_____ per hour / Base Pay: \$_____ Part-Time ____ / Full-Time ____

Notes: _____

