

TOP QUESTIONS YOU MUST ASK

WHEN SCREENING SECURITY-CLEARED CANDIDATES

When screening security-cleared candidates for your company, obtain key qualifications from the hiring manager up front. Don't just look for keywords in a resume or rely on a standard job description. By covering the following topics, you'll be able to conduct phone interviews more efficiently and uncover qualified security-cleared candidates more quickly for the hiring managers in your company.

Candidate Requirements

- Education required
- Level of security clearance required: DOE; C; S; TS; TS/SSBI; TS/SCI; NSA; CIA
- Polygraph requirements
- Years of experience required
- Computer and software skills required and level of proficiency
- Management experience/expertise required
- Specific work experience: required vs. preferred
- Strategic thinking skills: ability to focus on details and also see the big picture
- Communication skills

Job Requirements

- Permanent position or temporary (and how long)
- Hours per week (part-time or full-time; overtime requirements)
- Position's most critical responsibilities
- Most difficult aspects of the position
- Desired personality characteristics
- Management style of the supervisor(s)
- Overall pace of work: quick or methodical
- Amount of interaction with clients (how much and in what types of situations)
- Salary range/maximum salary
- Percentage travel required
- Culture of the group/team

Want to learn more?

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