

## PREMIER 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

14. Can you pass a drug test? Y \_\_\_ N \_\_\_ Background Screening? Y \_\_\_ N \_\_\_

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

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 Interviewer: \_\_\_\_\_ Date \_\_\_\_\_

**Phone or In-Person Interview Results:**

Rate on a scale of 1 to 10 (1 being lowest and 10 highest)

Articulation: \_\_\_\_\_ Communication Skills: \_\_\_\_\_

Sales Experience: \_\_\_\_\_ Motivated / Positivity: \_\_\_\_\_

Hire Potential: \_\_\_\_\_ / Other: \_\_\_\_\_  
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Hire Date: \_\_\_/\_\_\_/\_\_\_ | Collector \_\_\_ Dialer \_\_\_ Credit Repair \_\_\_

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

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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