

PHONE-SCREEN FORM

Introduce yourself, and ask if this is a convenient time for the applicant to talk for a few minutes.

*If yes,
then proceed.*

Date/Time:	Screener:
Candidate's Name:	
Work Phone?	Home Phone?
Currently Employed?	Position?
Present Employer?	

Have you ever worked in an educational setting? _____ *(Based on response, go into more or less detail about higher education and who PLU is. For faculty and administrator positions, provide additional information about PLU's academic programs and administrative organization.)*

Pacific Lutheran University:

1. *A private university established in 1890.*
2. *Have approximately 3,600 students and 800 faculty, staff, and administrators.*
3. *Located on a beautiful 126 acre campus in Parkland, just south of Tacoma.*
4. *PLU's purpose is "educating for lives of thoughtful inquiry, service, leadership, and care."*

Brief job description: *Briefly describe the position opening.*

Brief review of compensation package: *See suggestions on next page.*

SAMPLE QUESTIONS

- Could you please give me a recap of your work experience?

- I'd like to hear more about your background working with _____ (students, customers, project management, etc.)

- This job requires _____ (any firm requirements: a driver's license, working a variable schedule and weekends, etc.) Does that pose any problem or concern for you?

- What type of work are you looking for?

- Based on my brief description of the job, what is your level of interest in it?

The next step in our process is . . .

Thank you for your time.

PHONE SCREENING - SALARY

During your phone screens, it's important to cover the subject of compensation, recapping Pacific Lutheran University's excellent benefits package and other advantages of employment here. Below is suggested wording, which you can use in phone screens following your review of PLU's history and the brief job description.

"I'd also like to review our compensation plan. Pacific Lutheran University has medical, dental and life insurance benefits available for you and your family. We also have an excellent 403(b) retirement plan.

Our time-off benefits - - paid vacation and holidays - - are very generous. In addition, we have a great tuition assistance program that provides very substantial tuition discounts for you and your eligible dependents to take classes or complete degrees at PLU.

For this job you're applying for, our typical hire-in salary is between _____ and _____ based on experience. How does this fit with your salary requirements?

Do you have any questions about our compensation package?"

