

## ADP Job Summary

FYI: (Please remember **4,000 characters** not words)

**(Job Title)**

### Description

**Note: Example:**

Life University is looking for a dynamic and compassionate individual to serve as the TITLE. The \_\_\_\_\_ is responsible for managing, implementing, responding to and resolving reports and allegations of violations, as well as assessing the effectiveness of the University's conduct system. Life University has developed and implemented an Honor Code and Standards of Conduct, which serve as a set of expectations for the living and learning environment provided by the University.

### Responsibilities

1. List essential job functions.
- 2.

### Requirements

1. List essential job functions.
- 2.

**Phone prescreen interview questions:**

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

Candidate: \_\_\_\_\_

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

Position applied for: \_\_\_\_\_

*This is [name] from Life University. I am calling in response to the application you submitted for [position title]. Are you still interested in being considered for this position?*

*I'd like to ask you some preliminary questions at this time to help us in our interview selection process. This will take approximately 10-15 minutes. Is this still a good time for you to talk? [If not, ask the candidate to provide a time within the next 24 hours when he or she would be available for a phone screening.]*

- Why are you interested in working for Life University?
- What was it about the role (or ad) that attracted your attention?
- Based on what you know about the position we are recruiting for, what education, skills and experience do you have directly related to this position?
- What reason(s) do you have for leaving your current (or most recent) job?
- Have you ever been involuntarily terminated? If yes, explain.
- What are you ideally looking for in your next position?
- What work accomplishment are you most proud of?
- What are your salary requirements? (This should always be asked if the applicant has stated that he or she needs more than what we can pay)

- This position is [FT/PT] with an expectation to work [number of hours per week and days of work]. Is there anything that would interfere with your ability to work that schedule?
- If selected to move forward in the interview process, what is your availability for an in-person interview?
- What questions can I answer for you?

Phone Interview Evaluation

1-Unsatisfactory   2- Satisfactory   3-Average   4- Above Average   5 Exceptional

- Educational Background 1-5: \_\_\_\_\_
  - Does the candidate have the appropriate educational qualifications or training for this position?
- Relevant experience 1-5: \_\_\_\_\_
  - Has the candidate acquired similar skills or qualifications through past work experiences?
- Verbal communication 1-5: \_\_\_\_\_
  - How were the candidate's communication skills during the interview?
- Team Building/Interpersonal Skills 1-5: \_\_\_\_\_
  - Did the candidate demonstrate, through his/her answers, good teambuilding/interpersonal skills?
- Knowledge of University 1-5: \_\_\_\_\_
  - Did the candidate research the university prior to the interview?
- Overall Impression and Recommendation 1-5: \_\_\_\_\_
  - Final comments and recommendations for proceeding with the candidate.

SEARCH COMMITTEE CONFIDENTIALITY FORM

All participants must complete this agreement prior to the initiation of the search process and to be participants on the search committee.

I understand that all discussion and comments made during this process are strictly confidential. I agree that I will not discuss this information outside the confines of the process nor divulge any information concerning the process to anyone, either during or after the committee's work is completed.

Any violation of this confidentiality agreement will be considered a violation of the Life University Honor Code and Standards of Conduct.

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Print Name

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Signature and Date