

**Sample
Telephone Prescreening Form**

Position: _____ Applicant Name: _____

1. What makes you interested in a position at Wittenberg University?

2. Please explain your background working with (students, project management, computers, etc.).

3. Do you like to juggle a lot of activities at once or do them one at a time?

4. What are you looking for in a job that you haven't had before? What would make you want to stay in a job?

5. What are your salary requirements?

Evaluation:

Exceeds Expectations Meets Expectations Does Not Meet Expectations

Comments: _____

Signature: _____ Date: _____