

# First Interview by Phone Script

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

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

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

Hello, is this \_\_\_\_\_ My name is \_\_\_\_\_ and I'm calling on behalf of \_\_\_\_\_ in response to a resume that you forwarded to us for \_\_\_\_\_ position—do you have a moment to speak?

Great, I would like to talk with you about your resume, and then I'd be glad to tell you a little bit more about (practice name) and the opportunity that we're looking to fill.

## Question 1:

I have your resume in front of me, but tell me about your work background, and I'm most interested in what you've really enjoyed doing and what you're passionate about.

## Question 2:

Tell me about your educational background (if they only list limited education, ask them about any special courses they might have taken, computer courses, some college, etc.)

## Question 3:

What type of work are you most interested in doing, and why?

Thank you for sharing that with me. Now let me take a moment and tell you a little more about and the opportunity that we're looking to fill.

I'll give you a bit of background to start:

- A brief sentence or two about the company history.
- A brief sentence or two about the specific position.
- A brief sentence or two about your training and orientation program.

### **If they are NOT a candidate:**

\_\_\_\_\_ this is just a pre-interview conversation so at this point what I'll do is pass your resume and the notes I've taken onto the Practice/Hiring Manager and he/she will contact you personally if they would like to schedule a face to face interview.

### **If they ARE a candidate:**

\_\_\_\_\_, based on what I've told you, does this sound like the type of opportunity you'd be interested in learning more about?

**If they answer no** – thank them for their time.

**If they answer yes** – schedule them for a face-to-face interview with you or your Hiring/Practice Manager. Ask them to arrive 15 minutes early so they will have time to fill out an application before their interview.

## **Important Reminders**

### **If you schedule them for an interview, be sure to:**

- Confirm the meeting time, date and person with whom they will interview
- Verbally give them directions or have them Google the address.
- Set their arrival time 15 minutes earlier than the actual interview time you send to the practice/hiring manager and receptionist so they have time to fill out an application before their interview.
- Give them your name and phone number to call in case they have an emergency and need to reschedule.