

SCHEDULING 2ND INTERVIEW

-INTERVIEW APPLICATION COMPLETED & CANDIDATE APPEARS IN CATS-

Make sure to read through their application before calling them.

CONVERSATION:

Hi _____! This is _____ with Involve Financial. How are you doing today? - Great! I am giving you a call regarding the application you sent in for an interview. Our Hiring Director, (Name), had a chance to review your application (OR I'd like to ask you a couple questions before scheduling an interview) and after doing so she'd like to schedule an interview with you. Congratulations!

I see you're a ___ after watching the videos. What excites you most about an opportunity at Involve Financial?

What did you like most about the products? Is it something you could see yourself selling? Why?

What gives you confidence you would do well here?

(ASK RED FLAG QUESTIONS NEXT)

All of our interviews are conducted over Zoom and are about an hour long. Are you familiar with that platform? Great! Most people are.

- *IF NO, say "no worries, it is a really simple and easy program to use. What I do want you to do though, is on the device you are going to use for the interview, make sure to click on the video interview link ahead of time. That will have you download the app for the program, and allows you to run through a test run, to make sure the audio and video is working correctly, so that way you and (interviewer) can dive right in when you meet on (date). Once everything is downloaded, you go back and click on that same video interview link at the scheduled interview time, and click on that to get access to the meeting. Does that make sense?"*

During the interview, (interviewer's name), will go over the compensation packet with you, explain more details about the position, and answer any questions that you had from the video.

(Interviewer's name) has a few openings this week. (Name) do morning or afternoons work best for you? Perfect, she has 9:00a or 10:30a open. Which time works best?

Perfect, I'll get you scheduled for 10:30a tomorrow with (interviewer name). After we are off the phone, I'll send you the Zoom meeting information in an email. I will also CC (interviewer name) in case you need to get in touch with them. Please respond back to this email, letting me know you received it.

(Name), it was great talking to you again and I know (interviewer name) is looking forward to meeting you tomorrow at 10:30a.

VOICEMAIL:

Hi _____, my name is _____. I am a Hiring Coordinator with Involve Financial. I am giving you a call regarding the application that you submitted for an interview. Our Regional/Market Director (or Hiring Director) _____ reviewed your application and after doing so, they'd like to schedule an interview with you. Please give me a call back to do so. Thank you!