

# INITIAL PHONE CONVERSATION

<b>SCORING:</b>	PERSONALITY - SITUATION - EXPERIENCE - X FACTOR
<b>PHONE SCREENING:</b>	<p>Hi, _____ this is _____, I'm the Hiring Coordinator with Involve Financial. (pause) I'm giving you a call about the _____ position you applied for in _____. How's your day going?</p> <p>I won't keep you too long, I have your resume in front of me and would like to ask you a few questions to see if it would make sense for us to move forward in the process. How does that sound? (pause)</p> <ol style="list-style-type: none"><li>1. First off, tell me a little bit about yourself and let me know what has you looking for a different position? 😊</li><li>2. As you are looking at different companies and positions - what are the top 3 most important things that you're looking for in your career?</li><li>3. What excites you about a career in sales? OR If you could use one word to describe yourself, what would that word be and why?</li></ol> <p>** When you applied specifically with us, was there anything that really intrigued you about who we were as a company or was it more that you were putting out feelers, <u>(name)</u>?</p>
<b>IF CANDIDATE IS A GOOD FIT:</b>	<p>Great! Based on your resume and the information that you've shared with me so far I'd like to move you to the next step in our interview process. (pause) _____, the next step in our interview process is a career overview video. This video is about 40 minutes long and is really designed to answer a lot of questions about the career. But most importantly; it really speaks to our culture, income and growth potential, and provides more details about the position.</p> <p>So_____ what I'm going to do is send you an email, within the email, there will be four links. The first link will be to the career overview videos. The second link will be a client testimonial. The third link showcases our culture and the fourth link will be an application for a Zoom interview. Once the application has been submitted, our Hiring Coordinator will give you a call to answer questions and schedule a formal interview.</p> <p>A couple things before I let you go-</p> <p>I just sent the email. Can you verify your email with me?</p> <p>-Would you be able to watch the video this afternoon or would that need to wait until later on tonight?</p> <p>Great. We ask that it is watched within 24 hours. Thank you for your time _____. I look forward to your application. Have a great day!</p>
<b>NOT A GOOD FIT:</b>	<p>Great! Well, I'm going to finish up my notes and at this point I'm sending your resume up to my supervisor for review. If you're selected for a second interview, you'll receive an email from us within 1-2 business days. Have a great day!</p>
<b>VOICEMAIL:</b>	<p>Hi, _____. This is _____. I'm the Hiring Coordinator with Involve Financial. I'm giving you a call about the _____ position you applied for in _____. I would like to speak with you about setting up a possible interview. My direct line is _____. I'm also sending you an email and a text message with a link to my calendar. Feel free to give me a call back or schedule a ten minute phone call there. Again, this is _____ with Involve Financial. Thank you and I look forward to speaking with you soon!</p>