PHONE SCREEN FORM

Hey this is YOUR FIRST NAME, how are you?

Is this CANDIDATES NAME?

I was giving you a call because I had come across your resume on SOURCE, and I wanted to see if you might have a couple minutes to connect.

Great, so once again this is YOUR NAME with COMPANY.

Have you heard of us before?

Are you *still* open to a new position?

Ok, and curious…what puts you on the job market?

OK, well we are looking for TITLE and we are located in CITY, how would that work for you?

Great, I noticed you have X, Y, Z in your background, so wanted to see if you could dive a little deeper into that… On a daily basis, how would you describe you are your primary responsibilities?

So, we are looking for someone with X, Y, Z, how do you think your background aligns with that?

Great, and at this point in your career … to entertain a new position, … what would be your *target salary* and *a range you would honestly consider* to make a move?

YOU CANNOT ASK THEM WHAT THEY ARE CURRENTLY MAKING!

Target Salary	**$**		**Range:**	**$**	**---**	**$**	

Ok, so next steps would be….

Do you have a preference on time or a day that works best for you?

Great, do you have any other questions for me before we jump off?

Well, thanks again and if for any reason you have any other questions or concerns feel free to call me. You can call me at XXX or you can email me at XXX.

Thanks again, I am looking forward to next steps! Have a great day! Bye!