

## Candidate Screen Calls

The goal is to have a productive, professional conversation with the Candidate in order to build a relationship and determine if they are a good fit for the open position(s). The information below can serve as a possible guide for this process.

### 1. Pre-Call

- a. Check to ensure a Candidate's original resume, with contact info, are uploaded to Crelate
- b. Suggest having Client info in front of you as well. This can include: job information, Client website, personal notes, etc.

### 2. Introductions

#### a. Below is a possible talk track for the conversation:

- i. Hi, is this (CANDIDATE NAME)? This is (YOUR NAME) with PRG&Me calling regarding the (JOB TITLE) opportunity we have available right now. Is now a good time to review details of the position?

### 3. Foundational Questions and Job Description

#### a. Foundational Questions:

- i. Did you get a chance to review the job description? Go over highlights, and name Client
- ii. Have you applied to this job directly or been submitted to this role by another staffing company or recruiter?
  1. If, Yes - "We certainly wish you luck in the process and will be happy to help should there be another opportunity in the future. However, we cannot double submit a candidate for a position."
    - a. Can discuss other potential opportunities, current or future, and find out more about what the Candidate is looking for, if time permits
  2. If, No - "OK, great! We just want to confirm your application has not been double-submitted for the role. CONTINUE INTERVIEW"

- b. Do you have any questions or concerns about the job description? Why are you interested in *this* opportunity?

### 4. Additional Suggested Questions

- a. If an offer is made to you, what would be appealing enough to say "yes" to that offer? Do you require benefits?
- b. What is your timeline to start?
- c. Are you in the process of interviewing with other companies? If so, how far along is that process so I can make the Client aware of how quickly we need to move?
- d. Are you willing to relocate/travel? If so, how much travel is acceptable?
- e. Address the reasons for any gaps in employment history
- f. Do you now, or in the future, require any level of sponsorship to work with a company/in the US?
- g. Can you describe specific areas of expertise (industrial, commercial, healthcare, etc.) and/or unique qualifications or skill-sets you possess?

### 5. Next Steps

- a. Confirm/summarize all essential details you reviewed:
  - i. State their desired salary and start timeline, etc.
- b. Explain the next steps in the process:
  - i. Should they move on in the process, we will assist in interview scheduling and exchange of information between Candidate and Client, as well as being Candidate's main point of contact for any job-related questions.
  - ii. We will supply any feedback from the Client throughout the process.