Candidate Qualifying Script

When people call from your ad, this is the script you'll use.

You'll use this to qualify prospects that call from your ad. The objective here is that you're looking for quality as well as quantity. Use this screening call to weed out the wrong candidates.

You can either pick up the phone live when candidates call or you can use a voicemail service and return phone calls (something like k7.net is sufficient and there are no fees). The intent here is to qualify them and ask them a few questions - it should not be an entire interview process and this should not take more than 4-5 minutes per caller.

Write down their information and take this to the meeting with you. For the greatest attendance, you should also call these people the morning of the group interview to confirm their appointment.

You: Hello?

Candidate: Yes I'm calling about the ad I saw online...

You: Great, and what is your name?

You: What's the best phone number to reach you at?

You: What do you do for a living currently _____?

You: Are you proficient with the phone and do you have basis administrative skills like typing, Microsoft Word?

You: Great, we're currently hiring 2 position both are part time to full time depending on your needs and what you're looking for.

You: Are you looking to work at least 15-20 hours a week?

You: Great, we're a _____ (wellness, technology, commodities, etc) company and we're currently hiring local people to help build our business because things are growing so quickly. It's a great problem to have and we're in need of qualified candidates who are seeking long term roles and who are passionate and reliable.

You: Now _____ (name of candidate), we're holding a group interview tomorrow (or state which day) at 6:30 PM (state time). Will that work with you? (if not, have them call you back next week and give them the next available meeting session when/if they call you back - don't try to schedule them to a group interview more than 5 days in advance).

You: Excellent. The dress attire will be business casual.

You: We have quite a bit of interest in these positions and my hunch is that things will fill up pretty quickly. I would recommend joining 10-15 minutes early to ensure you have a seat.

You: _____, can you grab a pin? We'll be meeting at _____ (name of location and tell them which meeting room or where it's at on the property) and again the time is at _____. Which way will you be traveling from? (guide them on the best way to get there from where they're coming from).

You: I appreciate you calling in and I'm excited to meet you here at the group interview. We'll see you there!

IMPORTANT: Call them the day of the meeting in the morning as a reminder. If you don't speak with them, leave them a message stating the group interview is tonight and give them the time again and the location and your number if they have any questions.

**** Keep this short and sweet!**

**** If they don't have a computer or Internet, politely inform them this position is not form them and move on.**

** As a general rule, 60-70% of the candidates will show up. Doing the reminder call the day of the meeting is paramount. I've found when I don't do this, the show rate is substantially lower.