* Hello (**Candidate Name)**,
* My name is (**Recruiter Name)**, and I am calling you from Vertex Solutions.  
    
  I am calling you regarding discuss the job opportunity which I have for you. Is this the good time to talk? (If the call is nonscheduled)
* Thanks for taking the time to speak with me today. (If the call is scheduled)
* So before moving forward I would like to ask you if you are actively looking for a job change or just exploring the market?   
  OR how active are you in terms of job search currently?
* So, what kind of roles/type of employment are you looking for – (B2B or Perm)?

About current role and responsibilities

* As I can see in your LinkedIn profile you are currently working for this position, can you please give me brief introduction about your current role?  
    
  OR   
    
  So, you’ve been working with [Company] for a little while now, can you briefly explain what the company do and what is your roles and responsibility?
* Which are the technologies you are currently using?
* How big is your current team?   
  who all are they?   
  How many developers you have in your team?
* What are your main achievements in your current project?
* what is your experience on (X)? when was the last time you worked on (X)?
* If you decide to move from current company, then what would be the notice period?

**(Ask about last 2 companies)**

* So, my client is (Client name). Have you heard about Client before? So how do you know about this client?   
  **Have you applied for any job with the client before:**If yes, when, what happened with the application?
* Let me give you some more insights about them.
* The role which I am talking about is to work with \_department name\_ at (company name). Explain Responsibilities.
* **Explain Role and ask candidate if he is having any questions about the role?**  
  How does it sound to you?
* Motivation for the change (Why are they looking for change, main reason)
* Current location: (How often he can visit the office on his own expenses)
* Current salary and if he is not sharing it ask for expected pay.
* Negotiate -
* **Availability for the interview:**
* **Citizenship/Visa status:**what’s your visa status?
* Have you sent your **profile to any company**? OR do you have any **interviews scheduled**?
* May I know how many companies you are **interviewing** with?
* What **stage of interview** you are with them?
* Do you have any interviews at the **final stage** wherein you are expecting an **offer** and that would take you off the market soon?
* If answer to above question is yes – Okay we are currently starting the **process** so it would take 1-2 weeks to finish the process, within this duration, if you get the offer, would you wait for our process to finish or you would accept what comes first?
* **Decision factor:**How he is going to choose between projects.
* **CLOSE THE CANDIDATE AND ASK WHEN THEY WILL BE ABLE TO CONFIRM THEIR CONSENT VIA MAIL. –**After this call I will share you an email with an introduction about client and job description mentioning the salary discussion and other things we discussed over the call. Please acknowledge that email with your updated CV. I will look for your availability for interview and CV.
* How soon you would be able to send it to me? Can I expect it in a couple of hours?
* IF TOO LONG WAITING TIME: challenge why? And create urgency (I have a meeting planned with the manager in the afternoon OR the following day = to make sure they are part of the very first CVs the hiring manager will review, the candidate needs to send their consent ASAP)
* IF SHORT WAITING TIME: celebrate!

Is there any ideal time when I can reach out to you in case, I need something, or I need to communicate?   
  
  
  
  
  
  
  
**Different ways to ask a candidate his current salary as a recruiter?**

* We want to make sure we're offering a competitive salary that matches your experience and skills. Can you give me a range of your current salary, so we have a better understanding of your expectations?
* Can you give me an idea of what you are currently earning?
* What is your current salary package?
* What is your total compensation currently?
* Could you please share your current salary range with me?
* I understand that compensation is a sensitive topic, but could you provide me with a general idea of your current salary?
* What is your current base salary?
* What is your current annual salary?
* Can you share your current total cash compensation?