

Call Script

Intro

1. Good afternoon may I speak with John Smith? My name is Justin Fant, I am a technical recruiter with BEPC Inc. I am reaching out to you to discuss the position you applied for on Indeed. Do you have a few minutes to discuss the details of the position?

*I wanted to let you know that this call is being recorded for quality and training purposes, please confirm if you approve.

2. Before we get started, I wanted to make a quick introduction of the company I work for BEPC Inc. BEPC Inc. stands for Business Excellence Professional Consulting. We are a consulting firm that specializes in providing Technical Engineering Consulting services, Information Technology Consulting services, Audit & Quality Assurance solutions, Staff Augmentation and Project Management services for Fortune 500 companies.

Body

3. The position you have applied for is a contract position with a 3a) pay rate of 21.56 and a 3b) contract length of 3 months with the possibility of extensions based on performance and client business needs. You will be a BEPC Inc employee working for Client 3 in San Angelo. Do you have any questions regarding our business relationship?

Benefits

4. The benefits that our company offers is as follows:
 - Medical
 - Dental
 - Vision
 - Paid Life Insurance of \$25K

In addition, our company is an ESOP which stands for Employee Stock Option Plan. In this plan the employees own 49% of the company. All consultants will become eligible to participate in the ESOP once certain criteria has been met. If hired, any questions regarding the ESOP can be answered by our HR Department.

Screening

5. At this time, I would like to verify if you have been submitted or been in contact with any other recruiters regarding this role. (Wait for answer. If no, proceed with interview)

5a. I would like to go over the job description for the position and answer any questions you may have at this time. (Review job description specifics, skills, and answer questions) I have sent you the job description for your review as a follow up to our conversation.

5b. Now, I would like to go over your resume. (Resume review should take 5-10 minutes to allow you to be thorough)

- Ask if this is the most updated resume
- Look for skills outlined in the Job Description
- Ask candidate questions about their experience on the skills mentioned in job description
- If a good fit, ask if they would like to proceed with being submitted for the position

Closing Statements

That's Great! These are our next steps in the process.

6. I am going to send you a Right to Represent form. This form allows us to represent you with our client. Once I receive your Right to Represent form, I will forward your information to our client for their review.

What is your preferred email to receive this information?

I also wanted to inform you that we will be formatting the resume to client specifications. If any content changes are to be made, I will make sure I make you aware and send you the revised resume for your approval.

Are you legally authorized to work in the US?

If so, would you require visa sponsorship?

For us to submit you to the client, I will need to create a unique identifier. (Request client specific information if required)

Thank You. The normal process will take approximately 1-2 weeks for the client to review and provide feedback. I will be checking in with them periodically and keep you posted as things progress. Do you have any last questions?

7. If you know of anyone that is looking for an opportunity to work, please give them my name and information, I will be happy to speak with them. (Mention the position where you have a current opening)

If you should have any questions after our call, please feel free to reach out to me via email at justin.fant@becinc.com or call me at (325) 716-0875. Thank you for your time and we will be talking soon!