**APPROACH TO SCHEDULE INTERVIEWS**

Hi \_\_\_\_\_\_\_\_\_\_, this is \_\_\_\_\_\_\_\_\_\_,

**Instagram/Social Leads**: …you were just speaking with \_\_\_\_\_\_\_ over Instagram regarding the (FALL / WINTER / SPRING / SUMMER) positions we have available. Does that ring a bell?

Awesome! How are you?

I’d love to tell you a bit about the position, then if it seems like a good fit we can get you scheduled for an interview. Sound good?

**Someone recommended to the job (cold call)**: I work with (Rep’s Name). How are you? Did (Rep’s Name) tell you I was going to be calling?

(IF NO -Oh, no worries, I must have gotten to you before they did....) The reason why I’m calling is because your friend (Rep’s Name) just started working with us. He’s/She’s actually doing really well and knew we were looking to fill a few more spots on our team. He/she actually recommended you as someone who was possibly looking for work and would be a good fit. Just wanted to tell you a little bit more about it real quick... is that cool?

**Campus:**  I’m calling regarding the student work opportunities that we have available. You filled out some contact info for some openings we have and I wanted to give you some more information on the positions and possibly schedule you for an interview. Did you have a second to talk? Great…

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OK so the name of the company is \_\_\_\_\_, we’re a *(type of company)* based in \_\_\_. The openings we have are in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our average rep made $\_\_\_\_ in the last \_\_\_\_(time), and our top reps made $\_\_\_ in the last \_\_\_\_(time). Pay is based on performance and effort, so one of the benefits of this is that the harder a rep works, the more they have the opportunity to make!

So what are you typically motivated by? (identify hot-button)

So are you in school right now or currently working? (BUILD RAPPORT!)

SCHOOL - Where do you attend? Major? Year?

WORK - Where are you working? How long have you been there? Responsibilities? (If not)

MISCELLANEOUS - Have you had any experience working with people?

OK perfect. The reason I ask is because we do offer incredible resume experience that can help you leverage yourself for future career opportunities.

So \_\_\_\_(name) since you came recommended by \_\_\_\_(rep) and just from learning a bit about you on this call, it seems like you may be a good potential fit for the position. We do have a lot of applicants that are applying so I’d like to give you priority over people that are just responding to our ads. Does that make sense?

What I can do for you now is set up some time to sit down (hop on zoom) with me (my manager) where you can check it out, we can cover the details and answer any questions you have...

So...

1) While I’m looking at my manager’s availability, why don’t you go ahead and walk me through your schedule for the next couple of days IN GENERAL?”

2) Pause

3) REPEAT WHAT THEY’VE TOLD YOU and ask “Did you have anything else that might get in your way of coming in?”

4) Pause

5) It looks like the manager can meet with you today right after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (caller’s obligations) at \_\_\_\_\_ (time) or would \_\_\_\_ (time) be better for you? “ (Pause)

IF NO - OK, well I would want to get you in ASAP because the manager is filling positions on a first apply, first consider basis. And it looks like I can squeeze you in DAY at TIME. Does that work better for you?

Great! Let me get your information...

-I just want to check the spelling of your name...its \_\_\_\_\_\_\_\_\_\_. (first and last)

-And is this your cell phone number?

-And what is your email address? OK, great!

OK, we’re located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (major intersection/street/landmark). Are you familiar with the area?

Our phone number is \_\_\_-\_\_\_-\_\_\_\_ and our address is ... \_\_\_\_\_\_

(OR give info for Zoom call/Virtual interview)

Do you have a pen & paper or can you put a quick note in your phone?

CONFIRM DATE AND TIME: OK \_\_\_\_\_\_, Just jot down that I have you set for day/time. Are you sure this time definitely works for you? Because we will be taking time out of our schedule to meet with you.

One more thing, just remember to arrive about 15 minutes early so you can fill out the application and obviously dress professionally. Also, bring pen and paper for notes. My name again is \_\_\_\_\_\_\_\_\_. Feel free to ask for me when you come in and I’ll help you get set up! Good luck \_\_\_\_\_\_\_\_\_\_ and we look forward to seeing you at day/time!