



Phone Screen Outline

OPENING

- Thanks for your time
- Outline the call
 - Our call today will be no more than 20 minutes
 - It's an informational "get to know you," highlighting your strengths and interests and introducing you to the company and role
- Ask if they are actively looking for a new role
- Reiterate why you reached out and why you believe they could be a fit

INTRO TO CLIENT & ROLE

- Ask if they have heard of the client
- Do the "elevator pitch" for your client
- Do the "elevator pitch" for the role

Q&A

- Ask them to speak freely about their experience and why they believe they are qualified
- Ask them any pointed questions you may have
 - Where do you sit in your organizational structure?
 - How do you spend your day? Or if you had a pie chart for your daily tasks, how would that look?
 - What's your extent of experience with certain tools, technology, etc.?
- Open the floor to them for any questions

CLOSING

- Outline the recruiting process
- Ask about work authorization status
- Ask about compensation expectations
- Follow up with a recap email including basic facts, job

description, and next steps