



General Intake/Recruiter Screen

Why are you interested in (company)?

Are you actively looking or just taking a peek?

What has caused you to want to interview and move on from your current role? **Ideally, we want to know the top 3 motivating factors for them during their job search.

What have you been working on in your recent role?

How does that align with our open positions?

Have you looked at the job description? Is there anything on there you do not feel 100% on?

What would be your ideal future role?

What stage are you at in the interview process with other companies? Are you at the onsite stage? Are any offers on the table? When are you looking to decide?

What ideal start date?

Preferred location or remote?

What is your work authorization?

What are your compensation expectations? **as much context as possible. Total Comp and Base salary are very different.

What method of contact do you prefer we use? Phone, Email, or Text?

End the call with the next steps & expectations: e.g. It was great talking to you. I will now send your resume to the hiring manager. What days/times work in the next 2-3 days for a phone interview? Feel free to reach out to me anytime with any questions. Also, update me on the timeline of your search. If you need to move faster or slow things down, I can do that for you. I know (company) would never want to lose you due to time. Have a wonderful day, and talk soon.