Hey \_\_\_\_\_\_\_\_\_(their name)?

Hey \_\_\_\_\_\_\_\_\_ (their name) this is \_\_\_\_\_\_\_\_(Your Name) from The Alliance, how are you?

You applied to our position on Zip Recruiter. Our hiring manager was interested in setting up a 10-15min phone interview with you.

He/She wanted me to ask you a few questions. Do you have a minute or is now a bad time?

(If they say it’s ok…Ask your question on the questionnaire.)

Thank you! Are you free tomorrow?

Great! Does morning or afternoon work best for you?

(Give them a couple times you have open)

Is this the best number to contact you on?

Great! \_\_\_\_\_\_\_\_\_\_\_ (manager’s name) will be in touch with you tomorrow at\_\_\_\_\_\_\_(whatever time you agreed on) at \_\_\_\_\_\_\_\_\_(best contact number.) I hope you enjoy the rest of your day \_\_\_\_\_\_\_\_\_ (their name)!