Hi can I speak to (Candidate) please?

Hi (Candidate) my name is \_\_\_\_\_\_\_\_, I’m the hiring manager at Symmetry Financial Group, how are you today?

I’m calling because you recently applied to the position that we have up on Zip Recruiter, I was just looking at your resume - which is why I’m calling - I wanted to see if we could get you scheduled for a phone interview.

What does your schedule look like for the rest of the day today and tomorrow? Ok, great!

(Candidate) before the interview there are a couple videos that I’m going to ask that you watch. They do a really great job of laying the ground work for the conversation you’re going to have with my manager on \_\_\_\_\_\_\_\_\_, they talk about the position and what it entails, more about who we are as a company - because it’s important for you to get to know us a little bit better too right? They also give you more details on the pay and the opportunities for growth with this position. Let me make sure that I’m sending that to the right email address, the one I have here is is that correct?

Ok, great!

So I’m going to go ahead and send that over to you, now you’ll see that my email is going to have two links in there, the first is a 5-minute short introduction, and a 20-minute more detailed overview. And that 20-minute video, that’s really where you’ll get the bulk of the information that we’re going to be discussing on Thursday. What I recommend, because there’s so much information in that one, is to watch it with a notepad next to you - just so that way you can jot down any notes or questions that come up along the way. I’ll also include the date and time of your interview so you have everything you need in one place.

So, my manager will reach out to you for your interview on \_\_\_\_\_\_\_\_ at \_\_:\_\_ (am/pm), if you have any issues arise with your interview time please let me know!

Thanks and good luck on your interview!