**SAMPLE Initial Telephone Screening**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Introductory Script:**

”Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m calling from Hampshire College regarding a position you applied for; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. After reviewing the applications, you have been selected for an initial screening. If you are still interested in the position would now be a good time to ask a few questions and tell you more about the role and Hampshire College? This should only take about five minutes”

1. Chair/ supervisor briefly describes Hampshire College, the department, and the position.

1. “This position is non-exempt hourly based on a 35 hour work week, so the annualized salary range is between 45,000 and 56,000 depending on experience and education. Is that a range you’re comfortable with? “
2. “Do you have any questions for me regarding the position?”
3. “If you’re still interested, let’s set up an interview.”
4. “Following this call, I will email you confirming, the date, time and location of the interview. I’ll also be sending you the complete job description. Please take some time to read it prior to the interview.”