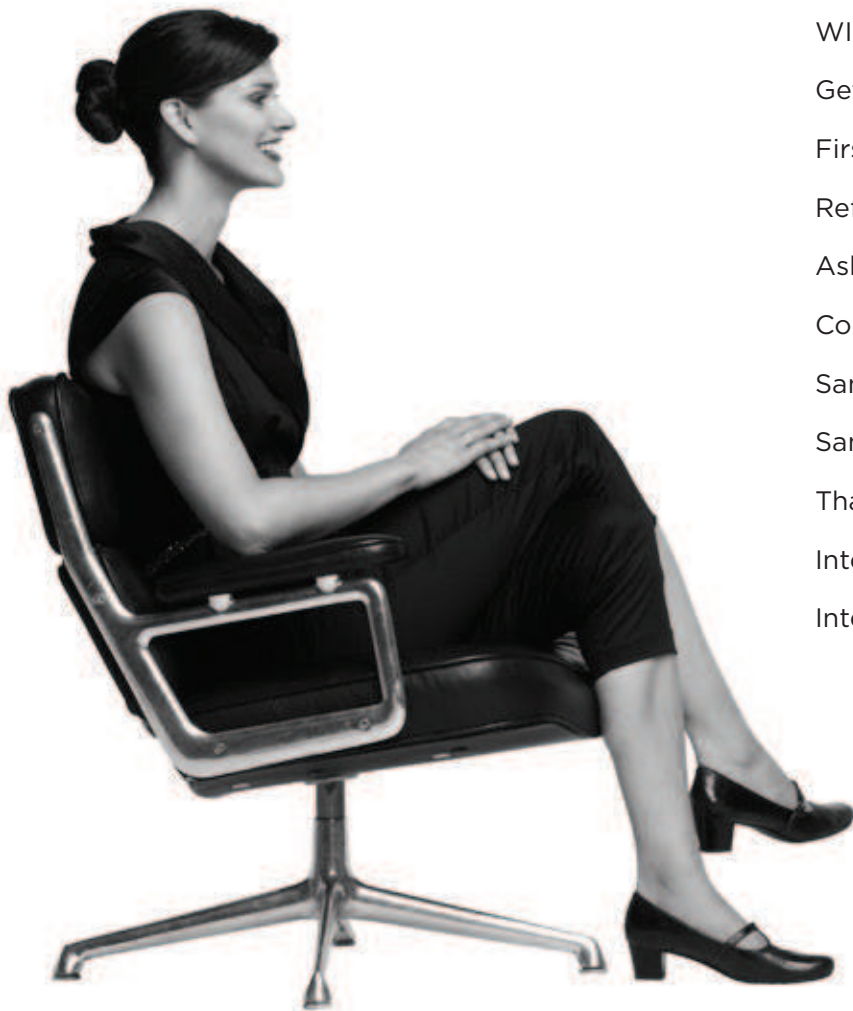




AppleOne

Navigating the Hiring Process

Helpful Scripts and Templates



WIFM Commercial	2
Get Recommended	2
First Call to Confirm a Reference	3
Reference Follow-up Call	3
Asking for a Referral	4
Confirm an Email Address	4
Sample Target Employer Email	5
Sample Target Employer Voicemail	5
Thank You Note	6
Interview Follow-up email	7
Interview Follow-up Check-in Call	7

WIFM Commercial Script

1 I have _____ years of experience in _____.
(in target job function | in target industry | performing a key related job task)

2 In that time I was able to _____

(most impressive 1-2 examples of what you've done-be quantifiable)

My _____
(Boss, first name/job title | colleagues)

3 would tell you that I am _____

(most relevant traits of what people you've worked with would say about you)

4 because I _____

(second most relevant and impressive thing you've done)

Get Recommended Script

Dear _____,

I am starting a new career search, so I am updating my LinkedIn profile page to have as much impact as possible. I have always respected you as a mentor and a professional, and your recommendation on my profile would be very meaningful. In particular, I am trying to highlight or prove that I

_____ (key accomplishment)
because as you'll recall that resulted in _____

_____.
(quantifiable profit, savings or productivity contribution for the company).

I hope that you will consider leaving me a short recommendation. It would mean a lot to me, and if there is ever anything I can do for you, please let me know.

First Call to Confirm a Reference

It is great speaking with you again. I was just thinking how much I appreciated you as a mentor. I am preparing for a career change and I was wondering if you would feel comfortable recommending me to another employer.....(wait for response). Thank you so much. I will let you know before I provide your contact information to anyone, but generally which daytime phone number and email address would be best? I know they will ask me to provide your current title and company. May I confirm that _____. Great. I really appreciate this. If there is ever anything I can do for you, please let me know.

Follow-up Call About a Target Company

My career search is starting to produce some results. I am applying for a job at _____, and they have asked for references. Are you going to be around in the next few days or is there anything I should let them know about the best time or method to get in touch with you? Thank you. They are looking for somebody who: _____

and as you recall I _____ and _____ when we worked together from _____ (date) to _____ (date) at _____ (company).

Asking for a Referral

It has been a while since _____, (reminder of how you know each other)
so I just wanted to check in and see how you were doing. Things
are great with me. I am actually really excited. I am preparing
for a career change and looking forward to discovering my next
opportunity. If you happen to know anybody who needs
_____ or somebody who can
(desired job)
_____ you would
(primary skills)
really be helping me out. I am especially targeting companies
like _____. So if you know
(target company)
anybody in that company or any other companies that also offer
_____ please let me know.
(top priority)
Just as a reminder about my career. (use WIFM commercial speech)
I'd really appreciate any advice or assistance you could give, and
if I can ever help you in any way, please let me know.

Confirm an Email Address

I'm supposed to email some important documents to Jill Smith,
but the email is being returned to me. Is her address
jsmith@company.com or do I have that wrong? Great. Do you
have her extension by any chance?

Sample Target Employer Email

- A** My research tells me that _____ (you/your company) could be a good fit for my background because I see an opportunity to make a contribution to your
- B** _____. (state a learned or expected need for your skills).
- C** (Insert **WFM** commercial speech from Page 9)
- D** I am going to be networking in your area next week and hoped you could be available for a brief introduction. Your time is valuable and I would focus on our introduction being a good use of your time. Would next week be reasonable or would a time to speak with me briefly on the phone work better?

Sample First Voicemail

Good morning (Ms. / Mr.) _____, this is _____ (last name) _____ (your name) to follow up on an email I sent. I am calling because I learned that your company does _____ (something you can contribute or be relevant to) and I believe I can contribute based on past experience. Let me explain:

(Insert **WFM** commercial speech from Page 9.)

Even if you do not have any job openings currently I am confident that an introduction would be a valuable use of your time. You never know what you will need in the future, and with my experience in _____ (relevant industry | relevant department) at the very least I will be able to offer you some valuable insights. My name again is _____ and my number is _____ (phone number). Again, my number is _____ (phone number). I hope that you have a wonderful day.

Thank You Note

Dear _____,

Thank you for taking the time to meet with me today. I enjoyed learning more about _____.

(company name)

As you described the position and I developed a stronger sense of the company's culture, I grew increasingly excited because it felt like such an amazing fit. I am looking forward to our next opportunity to speak.

Thank you,



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Sample Target Employer Email

Thank you for your time and information about the position of _____.

What I learned is that you need someone who can _____.

(task/ability)
After taking some notes after our meeting, I can confidently match myself to your team and the position because I have _____.

(accomplishments)
and in past performance reviews/or award earned my boss stated that I was appreciated for my _____.

(traits)
The reason I am even more interested in the position with your team is because I would have the opportunity to work under your mentorship and with your team.

As I mentioned earlier, I work hard every day, and take pride in doing things to exceed expectations. I would like to be a contributing employee at your company and I hope you will offer me this job. May I answer any questions or can we speak again soon?

Sample First Voicemail

(Mr. | Ms.) _____,
(name)

This is _____.

During our interview for the _____
(position/title)
position, you mentioned that you expected to be scheduling a second round of interviews at about this time, so I wanted to check in to see if I could answer any lingering questions for you or schedule that follow-up interview. I am still very excited about the position. I've been doing some more research about _____.

and I discovered _____.

(key fact from your research)
which reconfirms my belief that I would greatly enjoy being a very successful and contributing employee for you, because _____.

Please call me back so that I may answer your remaining _____.

(job match)
questions about the measurable contributions I can make on your team.