ABC RECRUITING COMPANY

EMPLOYER INTERVIEW FOLLOW - UP

Company:	**Telephone:**
Contact:	**Title:**
Candidate:	**Position/Title:**

1.EXPRESS CANDIDATE'S INTEREST AND ENTHUSIASM FOR POSITION.

In discussing the interview with (candidate's name), I asked as series of questions, the first being **"**DO YOU WANT THE JOB?" He/She said, "I WANT THE JOB BECAUSE…"

a.Reasons why candidate wants the position

b.Reasons why candidate can do the job

2.WHAT DID YOU LIKE ABOUT (CANDIDATE'S NAME)?

In your opinion at this point, do you feel that this person can do the job? Why/ Why not?

Do you have any reservations at all concerning (candidate's name)?

3.ADDRESS RESERVATIONS, OFFER REBUTTALS / CANDIDATE'S STRENGTHS!

4.VOLUNTEER REFERENCE INFORMATION:

5.MR. / MS. (CLIENT NAME), ARE YOU PREPARED TO MAKE AN OFFER AT THIS TIME? (DON'T TALK – LISTEN) IF YES, COMPLETE OFFER INFORMATION. IF NO, WHY? GET TIMEFRAME FOR HIRING DECISION.

6.ARE YOU CONSIDERING OTHER CANDIDATES AT THIS TIME?

How many?

How does this person rank?

REMBEMBER TO CREATE A SENSE OF URGENCY!

REMEMBER TO ASK FOR ADDITIONAL JOB ORDERS!

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PERTINENT OFFER INFORMATION		
Salary amount:		
Bonuses:	**Paid when:**	**Based on:**
Shift Differentials:	**Other Differentials:**	
Start date:	**Start time**	**Report to:**
Location:	**Proper attire:**	

BENEFITS		
MM:	**HMO / PPO:**	**Dental:**
Vision:	**Life:**	**401K:**
LTD:	**STD:**	**EAP:**
Profit Sharing:	**Tuition Reimbursement:**	**Company Car:**
Sick Days:	**Expense Account / Details:**	**Other:**

ADDITIONAL BENEFIT INFORMATION	
Signing and relocation bonus amounts:	
Benefits totally company paid:	**If no, what monthly cost to employee?**
Vacation first year:	**Vacation After First Year:**
Benefit Eligibility – Immediate /30 days / 60 days / 90 days:	
Other:	

Additional Information:

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