

Email Script

All leads need to be replied to within 24 hours. Make that a rule.

Respond by email and lay out your process.

Your email needs to position that for you, it gives you more control and positions you as the prize straight away.

Hi (applicant),

Thank you for applying for the role of XXX with our company.

We are looking forward to meeting you to see if you are a fit for us.

The first step in the interview process is a 15 min phone meeting.

Here are our available times (list of 3-4 times).

Please email back within 48 hours to let us know what time suits best and provide us with the number that you wish to be called on.

(Name) will then call you at the time you choose for the first stage of the interview process.

Looking forward to meeting you,

Best,

(Your name)