

Voicemail script:
L2

Hello! My name is _____
 (first and last name).
 I applied for _____ (job) on
 _____ (date).
 I am very interested in this position.
 I would like to know if a hiring decision has
 been made or when it might be made.
 I appreciate any information you can give me.
 My phone number is _____.
 My email address is _____.
 Thank you.
 Good bye.

Phone script:
L2

Hello! This is _____ (first and
 last name).
 I applied for the _____ (position) on
 _____ (date).
 I was calling to find out if the company has
 made a hiring decision yet
 Pause and listen for their response.....

Phone script:
L2

Hello! This is _____ (first and last name).
 I applied for the _____ (position) on _____ (date).
 I was calling to find out if the company has made a decision yet.

If the response is: 'No decision has been made yet':

Thank you for the information.
 I am very interested in the position.
 I hope to hear from you soon.
 (Wait for them to respond)
 Good bye.

If the response is: 'You did not get the position. We have hired someone else':

(Reminder: Take a deep breath. Stay calm)
 Thank you for the information.
 I am disappointed to hear this.
 (Wait for them to respond)
 Good bye.

If the response is: 'We would like to offer you the position':

Thank you very much.
 If I do accept the position, when will I start?
 (Wait for them to respond)
 Can I call you back within 24 hours and give you my decision?
 (Wait for them to respond)
 Again, thank you very much.
 I will call you tomorrow.
 (Wait for them to respond)
 Good bye