

Identify yourself (*"Hi, this is first and last name"*)

Indicate the position you applied/interviewed for and the date you applied/interviewed

Ask if the company has made a decision about the position, or when they might make a decision.

Identify their response and use the script:

1. No decision has been made yet.	2. You did not get the position, we have hired someone else.	3. We would like to offer you the position.
<p><i>"Thank you for the information. I am very interested in the position. I hope to hear from you soon. Good bye."</i></p>	<p><i>"Thank you for the information. I am disappointed to hear this. Good bye."</i></p>	<p><i>"Thank you very much! If I did accept the position, when would I start? Can I call you back within 24 hours and give you my decision? Again, thank you very much. Good bye."</i></p>