



EXCERPT  
THE ROAD TO JOB SEARCH SUCCESS

### **Prepare for Your Screening Call**

#### **Organize Your Paperwork**

When getting ready for your first screening call, make sure your paperwork is in order. When you've applied for a job, create a file where you can store the original ad, your resume, and any other supporting documents you might have. Creating an alphabetical system by company name or contact name will help in retrieving information.

If you applied to a blind ad, where the company name is unknown, place your paperwork in a file by the date submitted.

#### **Handling a Recruiter's Call**

Recruiters can call at anytime. Be prepared to take the call by having your cell phone with you. If you can't talk, answer the call if able, express your interest, and arrange a better time to talk. Know, that although you have rescheduled your call, you run the risk of the recruiter not calling a second time.

When you do talk with the recruiter, have your paperwork in front of you, ready to reference during your call. If you highlight the key skills in the job ad, it will be easier for your eye to zero-in on them so you can emphasize them during this first call. If the area will be quiet, stand at your kitchen counter (standing sometimes helps to feel and sound more confident). Have a glass of room temperature water (cold water tightens your throat muscles) for when you get thirsty (a sign of stress). If you smile while you're talking, it can make you feel more relaxed and will come through during the conversation.

Usually this conversation is led by the recruiter, so it may be difficult for you to steer toward your interests. When you answer questions, try to articulate your compatibility with the job, your interest in the company, the position, and the value you bring to it.

## Answering the Salary Question

If asked, be prepared to answer the salary question:

*"Salary isn't my only consideration and I wouldn't pass up a fair offer. Can you tell me what the salary range is for this position, so I can know if we're in the same ballpark?"*

The recruiter may not want to be forthcoming with the salary, and press you to come up with a number first. In this case, provide a range as not to pigeon-hole yourself:

*"I'm looking at positions with salaries that fall between X and Y depending on the scope and responsibilities."*

## Closing the Interview

At the end of the screening interview, it's critical that you ask for the next step:

*"Thanks for thinking of me for this position. It sounds like a good fit for me. I'd really like to come in and meet the Hiring Manager, if you think I might be a good fit too."*

Remember to use positive and gracious language and let the recruiter you're looking forward to hearing back.

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