**Informational Call Template | Staff Searches**

Informational phone calls are highly recommended to use as a screening tool for candidates of interest as identified by the search committee. This is an opportunity for the Search Chair to connect with candidates to learn more about their interest, provide clarity around the role, and answer questions about the search process. *Informational phone calls should be performed with all candidates who are being considered for a first-round interview, and all candidates should be asked the same questions.* This template is intended to be used as a guide and can be adjusted to meet the needs of each individual search.

**Introduction**: Hello, this is (*insert your name*) calling with the University of Georgia- Am I speaking with (*insert candidate name*)? As I mentioned in my email, we received your application materials for the position of (*insert position*), and you have been identified by the search committee as a candidate of interest. During our time today, I’d like to ask you a few questions, share more information around the position, and answer any questions you have. We have 15 minutes together – Are you ready to get started?

* **How did you hear about this position?**
* **Tell me about yourself- What attracted you to apply for this position?**
* **Cover salary expectations:** As listed in the job posting, the budgeted salary range for this role is $\_\_\_\_\_ - $\_\_\_\_\_. After reviewing the job description, does this salary align with your expectations? Knowing this information, are you interested in moving forward in the interview process?

*If yes, continue with informational call  
If no, thank the candidate for their time and encourage them to pursue other opportunities on campus that better align with their salary expectations*

* **Specify work environment**
  + Location bound (Athens, GA)
  + Additional relevant information (physical requirements, work hours, etc.)
* **Communicate information from hiring authority (covered at charge meeting)**
  + Should include important information about the position
  + Examples: Verifying minimum qualifications, discussing preferred qualifications, providing an overview of the responsibilities, etc.
* **What questions do you have for me?**

**Conclusion:** Thank you again for taking the time to discuss this position in further detail. You can reach me by phone or email with any questions. Our next step is to complete informational calls with all candidates of interest by (*insert time frame*)- I will be back in touch by (*insert date*) with more information regarding a first-round interview.