

Approach Employers The Right Way

1. **Visit or call when they are not busy. (See Info Call)**
The industry will determine busy hours. (i.e. in the food industry, between lunch and dinner is a less busy time)
2. **Go alone.**
3. **Dress like you're going for an interview.**
4. **Bring your master application to help you fill out the employer's application.**
5. **Ask for a Manager, introduce yourself and shake hands.**
6. **When you turn in the application, only give it to the manager.** Get their name and repeat it to remember. Then write it down.
7. **Follow up 2 to 5 days later. (See Follow up Call)**
Speak to the same manager you gave the application to. (Many jobs will require multiple follow-ups before hiring.)

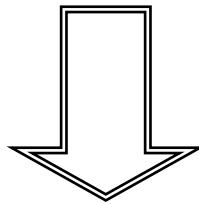
Sample script

INFO CALL

- Ask for hiring manager (name)
- "Are you currently hiring?" (job titles or positions)
- "What is the minimum age to apply?"
- "Are there any other requirements for the job?"
- "What is the best way to apply?"
- Thank you

FOLLOW UP ON YOUR APPLICATION

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LOCK DOWN YOUR INTERVIEW

- Keep in mind that you are trying to get an interview.
- Try to ask questions like, “Can we schedule a time to speak?”
“Will you be free sometime to talk about the job?”
- If they don’t give you an interview right away, call back with the goal of getting an interview.

Sample script

FOLLOW UP CALL

- “Is _____ (the hiring manager) available?”
- Introduce yourself.
- “I applied to the _____ position ____ days ago.”
- “Is the position still open?”
- (If yes, SELL) Express enthusiasm and mention a couple strengths. “I’m very interested in this job...I work well with people and have a flexible schedule.”
- “Do you know when you might begin interviewing?” OR
“When would be the best time to follow up for an interview?”
- Thank you... “I look forward to hearing from you...again my name is _____.”