

Conditional Phone Call to Candidates for Supervisors

1. "Hello, this is _____ calling from Hilltop. How are you today? We would like to offer you a **CONDITIONAL JOB** offer for the _____ position if you are still interested."
2. Confirm they are still available to work the schedule they were interviewed for so there's no confusion upon hire.
 - A. "This position has a schedule of _____ are you still available to work this schedule?"
3. If you want to start the candidate above the minimum starting wage be sure to submit a special wage request to your BP and the Director.
4. Discuss the starting wage with candidate.
 - B. "The starting wage for this position is _____".
5. Identify the targeted start date with the candidate during this call.
6. Pull up the Onboarding Calendar so you can propose a start date
 - C. "When are you available to start? Will you need to give your current position a two week notice? Our next Onboarding date is _____ will this start day work for you?"
7. Notify the candidate of who their supervisor will be.
8. Ask if they have any planned PTO and make sure your Scheduling and Compliance Admin is aware for scheduling purposes.
 - D. "Do you have any PTO planned in the near future"?
9. Once they accept the conditional offer, let them know that someone from People Op's will be contacting them to start on the conditional job offer and background check process.
 - E. "Someone from our People Op's department will be contacting you with next steps. Please keep in mind that your employment offer is conditional until you have completed all of the tasks and clearances required for your position outlined in the Job Description".
10. Ask them if they have any questions