

Follow-Up Phone Calls for Direct Employer Contacts

- 1. Introduce yourself. Explain briefly why you are contacting him/her and what you can do:** *"I appreciate you taking my call. My name is Jane Morgan, and I sent you an email with my resume last week. Is this a convenient time to ask you a couple of quick questions? (Wait for an answer.) I am looking for a position as a graphic artist in which I can use my desktop publishing skills. I've had two years' experience designing and producing brochures, newsletters and training materials. This past year I saved my employer \$6000 by doing the work he'd previously hired out to a graphic artist."*

Please note: Many times you will reach their voice mail. When this occurs, don't leave a long message, instead leave your name and cell number with a request for a return call. Also, be gently persistent which means if you don't receive a return call in a day or two, call them again. If after three messages left you don't receive a returned call, stop at this point. You never want to be persistent to the point where you are viewed negatively.

- 2. Inquire about openings (and referrals, if appropriate).**

"I am calling to inquire as to whether you currently have an opening for a (job title)."

If the response is "**YES**," you can say:

"I'd very much like to find out more about the position. Could we set up a 10-15 minute appointment for me to come in to talk with you?" (Be "gently persistent" about getting this opportunity to meet face-to-face with the employer. For example, if they tell you they are not currently interviewing you can say, "I appreciate that, I'm wondering if I could come in however to learn more about the position and your organization?" Any time you get face-to-face with the person who has the power to hire, you greatly increase your chances of being hired.)

If the response is "**NO**," you can say:

"Do you anticipate any openings in the future?"

	<p>If you hear "YES":</p> <p><i>"I'd like to find out more about your company and the future opening.</i></p> <p>Could we set up a 10-15 minute appointment for me to come in to talk to you?"</p> <p>(Again, be "gently persistent.")</p>	<p>If you hear "NO":</p> <p>Even when you hear "NO" the person you are speaking with can be a personal contact who works in the industry and probably has lots of connections. You can say, <i>"Thank you very much for your time. I just have one more question: Could you recommend two or three companies or individuals who might be interested in someone with my skills?"</i> (Get the information. Verify spelling of people's names.) May I tell them you referred me?</p> <p>Thank you very much for your help!"</p>
--	--	---

3. Send a brief thank-you email or note the same day to any employer who you schedule an appointment with and/or who provides you with any referrals.

SUMMARY

Using this method, it is possible to set up one interview for each hour of work that you put in contacting employers directly by phone. It is usually best to make your contacts in the morning and then do follow up job search work in the afternoon (sending out resumes, going to interviews, filling out applications, personal contact work, etc.). If you are intentional about making these contacts you will find job openings. Give it a try!