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

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 ______.”