

DIALING FOR DOLLARS- USING THE PHONE TO GET INTERVIEWS

- *Call people you already know*
- *Follow up with leads you get from want ads*
- *Stay in touch with prospective employers and with people in your network who might hear of openings*
- *Contact employers whose names you get from the yellow pages*

REMEMBER: *An interview can now be any face-to-face contact with a person who might use a person with your skills- whether or not they have a job opening.*

THE FIVE PARTS OF AN EFFECTIVE PHONE SCRIPT

Use Jist Card

1. *Introduction:*

Hello, my name is.....

2. *The Position:*

“I am interested in a position as.....”

Don't use the word job in the first sentence. This might hinder you if they don't have a position open now. You are not necessarily looking for a job opening, you simply want to talk to people who have the ability to hire a person with your skills.

3. *The Hook:*

This includes length of experience, training, education, special skills related to the job and accomplishments. Make sure the sentences sound natural.

4. *The Clincher:*

Adaptive skills: hard working, learn quickly, etc.... putting these skills last gives them the most power.

5. *The Goal:*

Get a contact name and/or interview

TIPS FOR MAKING COLD CONTACTS

- Go to the hiring authority: “ May I speak to the person in charge of hiring your Medical Assistants?”
- Get the name of the specific person... make sure it is spelled correctly
- Get past the secretary: Always be kind, this is her job to screen calls
 1. Call back: If you get screened out the first time, call back a day later and say
“I am getting ready to send some correspondence to the person who manages such and such, etc.....
- Begin by calling the people you do know so you will have more confidence
“The reason I called is to let you know I am looking for a job, and I thought you might be able to help. Let me tell you a few things about myself.

JIST CARDS

Mary Smith

Home: 304-000-0000

Objective: Medical Assistant

Skills: Will be graduating from OIC Training Academy in August. Planning on taking the National Registry Exam in September. Trained in vital signs, basic lab tests, phlebotomy, charting, removing sutures, etc. Also received hands on experiences through the health fairs at the local mines. I have a 4.0 and excellent attendance. Able to multi-task, quick learner, etc

Received Certificate for Excellent attendance and academics