

Calling Candidates to Schedule Orientations:

- Congratulate them!
- They will take part in a two part interview: first part is a group Orientation which will give them an overview of the program and will include no formal interview questions; and, secondly the Interviews in which they will be asked questions by three or four people.
- Tell them date/time/location with directions/duration of Orientation (know all of this for counties nearby in case they cannot make the day/time in their counties)
- Tell them date of Interviews and that they will be scheduling these at the Orientation. Encourage them to bring their calendar with them.
- Use the *Applicant Confirmation Sheet* to review their application.
 - A clean driving record is imperative for this job. Background checks will be conducted.
 - **Phone numbers** (2) – primary and secondary
 - **Email address** (and that you can read it clearly)
 - **Language spoken/written** (a lot of times applicants write things like “can understand” or “basic understanding”. Ask them if they could teach a class in Spanish)
 - Clarify any **education** received (degrees, etc.)
 - **Work history** (can we contact current or past employer – BE CLEAR ABOUT THIS!!, salary that is unclear, longevity of employment, job responsibilities)
 - **References** (there needs to be a few work references. If not ask them for them or have them bring to the Orientation)
- Ask them to repeat the day/time/location of Orientation and their Interview. Ask if they have any questions.
- Remind them that Orientation and Interviews will start promptly and they should plan to arrive 10-15 minutes early.
- Tell them that if anything come up and they need to reschedule, to call you ASAP. Give them your name and cell phone number.