**Name:**

Hello, This is …..… calling from the JLink connecting experts GmbH

Is now a good time to talk?

*No: What time would be a good time to give you a call?*

*Woher haben wir Kontaktdaten/über wen?/ Für welche Position suchen wir?*

Bsp: I have your contact details from Mafalda. She told us that you might be interested in a new position

You applied for the position as…. Via Jobninja / xing

Can you tell me something about your latest job(s)? What were or are your main tasks?

How long have you been looking for a new position?

What are you specialized in? What would you say are your main areas of expertise?

And what do you want to do in the future? What position are you looking for?

Which branches have you worked in so far? Any favorites?

What´s your educational background? Do you have a university degree?

Do you want to work fulltime or part-time?

Which software do you (mainly) use?

Do you have any further trainings or certificates?

Is there any reason why you would like to change jobs? Why do you want to work in Germany? Is there any specific reason?

Where are you living at the moment?

Is there any specific location/city where you would like to work within Germany or are you flexible regarding the location*? Do you have family? Would they come with you?*

What is your salary requirement? (Expected salary)

When would you be available? What is your notice period?

*Wie geht es weiter:*

It would be great if you could send me an Email with your CV as soon as possible. Until when will you be able to send it?

After receiving your CV and going through it, I will come back to you if I have any further questions.

I will then let you know who our customer is and you have the chance to check if this would be an interesting company to work for. After giving us your approval we would be send out you CV to out customer.

*Wenn Unterlagen schon vorhanden*:

Our customer is XY. Would this be an interesting company for you to work for?

I would like to send out your CV and introduce you to our client. Is this fine with you?

You will receive an Email after we send out your CVs to our customer.

Thank you for this pleasant call. We keep in touch.