**Phone Screen Interview Scheduling Script:**

**Supervisor or Hiring Manager to candidate**

**Subject:** UW Health Sciences [Insert Unit] position; scheduling request – [Last Name]

*Optional: Attach Job Description with UW Hires Requisition Number*

Hello Recipient First Name:

Thank you for your interest in our open Job Title UW Hires Requisition 149243. We received a robust response to this posting on the UW Hires web site.

The compensation for this position is in the range of salary range annually depending on experience.

If you are still interested in the position, I would like to schedule an introductory phone call as the next step in the interview process. The call will take approximately 20 – 25 minutes and will be scheduled on the half hour.

Please let me know by return email if you are interested in pursuing this position.  Upon confirmed interest, you will receive a Doodle poll with available dates and times for the introductory phone call.

Thanks,

[Insert Your Name and Signature Block]