HR STUDIO GROUP, LLC

**Candidate Contact Form**

Candidate Name _____ Position _____

Phone Days _____ Phone Eves _____

Recruitment Source _____

Areas to highlight during phone interview:

- Position overview
- Company overview
- Discuss candidate's interest and determine interest level
- Company as an employer-culture, mission, vision
- Benefits overview

Comments _____

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_____

Possible interview dates _____

_____

Who will be invited to interview this candidate? _____

_____

_____

Person making initial contact _____