

## Example of Storyline for a phone screening with a candidate:

- Hello is this (Name of candidate) ?
- Hi my name is Thiru from the company EP2C Energy. I work for a manpower and recruitment agency specialized in the oil & gas / chemical / power generation industry.
- I came across your CV on the website OGJS / JobsBank / LinkedIn and would like to discuss a professional opportunity with you if you have time. Just wanted to share some information with you about the role and to ask some questions in order to understand your current situation better
- One of our clients, the company (Client) is currently looking for a (Position). Based on your resume I thought you may be interested in this position.
- Describe quickly the project & the role, say when job is supposed to start
- Would you be interested in this job?
- Tell me more about you:
  - Are you still working for (Company he last worked for in his CV)?
  - When would you be available (Notice period in current contract / end of contract)?
  - What is your current salary?
  - How much are you expecting for this job?
  - Negotiate to match budget
- Okay, I am going to send you an e-mail with a summary of the T&Cs with just discussed. In order to proceed with your application please reply to this e-mail to give me your approval to send your resume with the conditions we just discussed.
- Thanks for your time, byebye

Two types of email to send to candidates:

- 1) **If they didn't pick up the phone**
- 2) **If they did, to close the deal with them**

**1) Example of E-mail to send if the candidate didn't pick up the phone :**

Hello Pak Ahsan,

I tried to call you but unfortunately could not reach you. I found your CV on the website OGJS and noticed you updated it recently. I wanted to discuss a professional opportunity I have through my company today. EP2C Energy is a manpower and recruitment agency specialized in the Oil & Gas, Chemical & Power Generation sectors.

Position I have is short term project for 3 months in Ambon, Indonesia to work for Wartsila (company from Finland, <http://wartsila.com/>) as Site Civil/Steel Structure Supervisor on construction of a Mobile Power Plant. Please find below the T&Cs for the position.

Would such a position be of interest to you? Or maybe you know someone who may be interested? Feel free to transfer this email to anyone that may fit the profile.

If you wish to apply, my contact information is below this e-mail, please do not hesitate to contact me, I will call you back to discuss the opportunity. I would also need the following information:

- Most Recent CV in word format
- Date of birth
- Confirm Availability date (Or Soonest joining date / Notice period)
- Agreement to Terms & Conditions below

Best Regards,

**Job Description:**

**Position:** Site Civil Supervisor

**Client:** Wartsila

**Project:** Construction of Power Plant

**Start:** ASAP

**Duration:** 3 months

**Location:** Ambon, Indonesia

**Contract:** Freelance Contract

**Housing:** Provided in camp next to site

**Transportation:** Provided for mobilization/demobilization

**Working hours:** 6 days per week (job based on 26 working days per month)

**Medical insurance:** Provided by EP2C Energy

**Monthly rate:** 3,000 USD gross (Due to client policy, declaring and paying your taxes in Indonesia would be your responsibility)

## 2) Example of E-mail to send to the candidate to confirm T&Cs & close deal

Hello Pak Ayi,

Thanks for your time over the phone. As discussed, I have a job opening for North Oil Company (Total Qatar) in Malaysia, Lumut. Total is building a jacket there, that will go to Qatar after this. They are looking for a Structure Supervisor for the project, 8-12 months of projects planned.

Please find attached a JD and below some terms & conditions for the positions.

Please let me know if you agree for me to proceed with your application.

I will need the following information from you to proceed:

- Availability date
- Approval to proceed with T&Cs given below
- References from previous jobs with Total (recommendation letters, etc.)

Looking forward to your feedback

Best regards

### **Job Description:**

**Position:** Structure Supervisor

**Company :** NOC/Total

**Project:** Jacket fabrication for Qatar Al Shaheen field development

**Start date:** ASAP

**Duration:** 8-12 months renewable

**Contract type:** Under contract with EP2C Energy

**Transportation:** Not provided

**Accommodation:** Not provided

**Medical insurance:** Provided

**Day Rate:** Gross day rate of 200USD per day worked

**Work schedule :** 6 days per week

**Taxes:** We will pay taxes in Malaysia for you.