



TELEPHONE TIPS

ANSWERING MACHINE OR VOICEMAIL:

- Speak slowly and clearly
- Mention your interest in the job posting at Bainbridge Youth Services
- Leave your name, phone number and the best time for the employer to call you

Sample Message: *Hello, this is (your name). I am interested in the (yardwork, childcare, etc.) job you have posted with Bainbridge Youth Services. Please call me back at (your phone number). Thank you.*

SPEAKING TO THE EMPLOYER:

Sample Introduction: *Hello, my name is (your name). I was calling about the (yardwork, childcare, etc.) job you have posted with Bainbridge Youth Services.*

WHAT TO ASK THE EMPLOYER:

- Job details (start date and time, how many, how much, etc.)
- Will someone be there when you arrive to start the job and supervise your work?
- What is the pay rate? (Make sure it matches what you saw listed at BYS!)
- How long will the job take?
- Equipment needed for the job (lawnmower, gloves, special clothing, etc.)?
- Will you be bringing a friend? Make sure you have the employer's permission. Also ask if they will pay you both for the job.
- Directions to the job
- Transportation to and from the job (do you have your own transportation or will you need to make arrangements with the employer?)
- For Childcare Jobs: Ask if you can meet the children before the first job to get acquainted and discuss routines
- Thank the employer for their time
- Make sure you have the employer's contact information and they have yours!

GOOD LUCK!