

The Acknowledgement Email

Hi (Name)

Name here from (Practice Name)

We appreciate your interest in our advertised position and we recognise the time and energy that it takes to investigate and apply for opportunities.

We receive strong interest from our advertisements and can assure you that we review each application submitted in the context of the criteria outlined for the role. If your background, experience, and achievements are aligned to those articulated in the ad and detailed job brief, we will be in touch with you shortly via phone to further discuss the role.

Thank you again for registering your interest.

Name



The Alignment Call Script

Hi is that (Name)

(Name), its name here for (Practice Name), How are you?

Excellent!

You recently expressed interest in (role) that we recently advertised. Do you have a few mins for me now to briefly discuss this?

Awesome!

Name, I'd just like to ask you a few questions to see if we are a match to invite you to start our recruitment process

1. Are you still actively seeking work/new role at this stage?
2. We are located in (X), is this a location you can travel to on a day-to-day basis?
3. The role is (Details), is this match to which you are seeking?
4. What sparked your desire to apply with a role at practice name?
5. What makes now a good time for you to apply for such a role?

Awesome, thank you for that!

It sounds like you are a potential match so far and we would like to explore this opportunity further with you so I would like to formally invite you to start the recruitment process with us – congratulations!

The first step in our process is to complete a short video application. It is simple and easy to follow, and you can do it on your smart phone. We are not looking for cinema production here as we are more interest in hearing from you.

VIDEO ASK
RECRUITMENT RESOURCES



To make it even easier, we use a platform called Videoask – Have you ever used it before?

Our CEO, (Name) has recorded a personalised video to take you through the process. We will send you the link shortly via text and email. When you click on the link, you'll be taken to the platform. The first section is an introduction and a walkthrough on what to do. After popping in your details, you'll then be asked a question by video. All you have to do is respond to that video and when you're happy proceed to the next one until you have completed all the questions asked. Your video application will be sent to us at the end automatically.

Once received, we'll send you confirmation shortly after.

Name, when could you get this done by? (Set deadline)

I'll send you the link over now (Confirm on phone or via text after)

If you have any questions, please contact us on (phone/email)

Thank you for your time



The Video Link Email/ Text

Hi Name,

It was great to connect with you on the phone

Here is the link to complete your video application: LINK

Your deadline for submission is: DATE / TIME

We will send confirmation once received.

We look forward to reviewing your application

Name



The Video ASK Flow Script

INTRODUCTION:

Congratulations on being invited to start the recruitment process

My name is _____

I'm the CEO and Founder of _____

I'm delighted that you have been invited to complete your video application and I look forward to personally reviewing your submission and meeting you!

The process is simple and easy and I'm going to walk you through it now.

First, I need you to pop in a few details so we can confirm your submission at the end.

THE PROCESS:

Thanks!

So now I'll walk you through how this works.

I'll ask you 5 questions one at a time by video. At the end of each question, you will have the opportunity to record your response. You will have the opportunity to re-record your response as many times as you wish before proceeding to the next question.

Now we are not looking for cinema production, just on your smart phone or laptop is sufficient. We are more interested in what you have to say however do take care with recording your answers. I suggest recording in a quiet space that has lots of natural light.

Once all questions have been answered you will then complete your application and it will automatically send your responses to us so no need to worry about uploading your video etc.

Shortly after, my team will send confirmation that we have received your submission and will in touch shortly after to discuss next steps

Whenever you are ready, let's get started!

VIDEO ASK
RECRUITMENT RESOURCES



QUESTION #1:

What made you want to become a (insert profession)?

QUESTION #2:

What are your key strengths?

QUESTION #3:

What can you bring to our team?

QUESTION #4:

What drives you?

QUESTION #5:

Why our practice needs you?

ACKNOWLEDGEMENT:

Well Done! You have completed your video submission.

We appreciate you taking the time and energy to complete this stage of our recruitment process.

Your submission has been sent over to us and shortly a member of my team will confirm that we have received it.

Once confirmed, you probably won't hear from us until it's it time to progress to the next stage as this gives all applicants a fair chance to submit theirs.

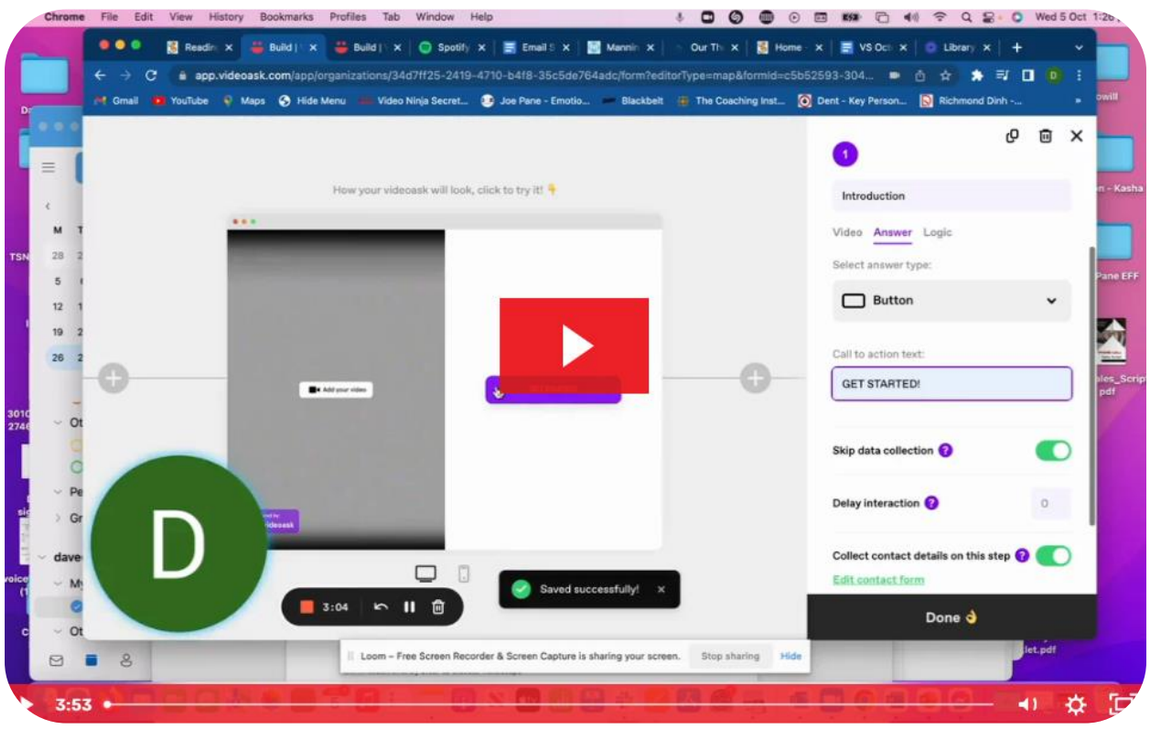
I look forward to reviewing your video

Thank you

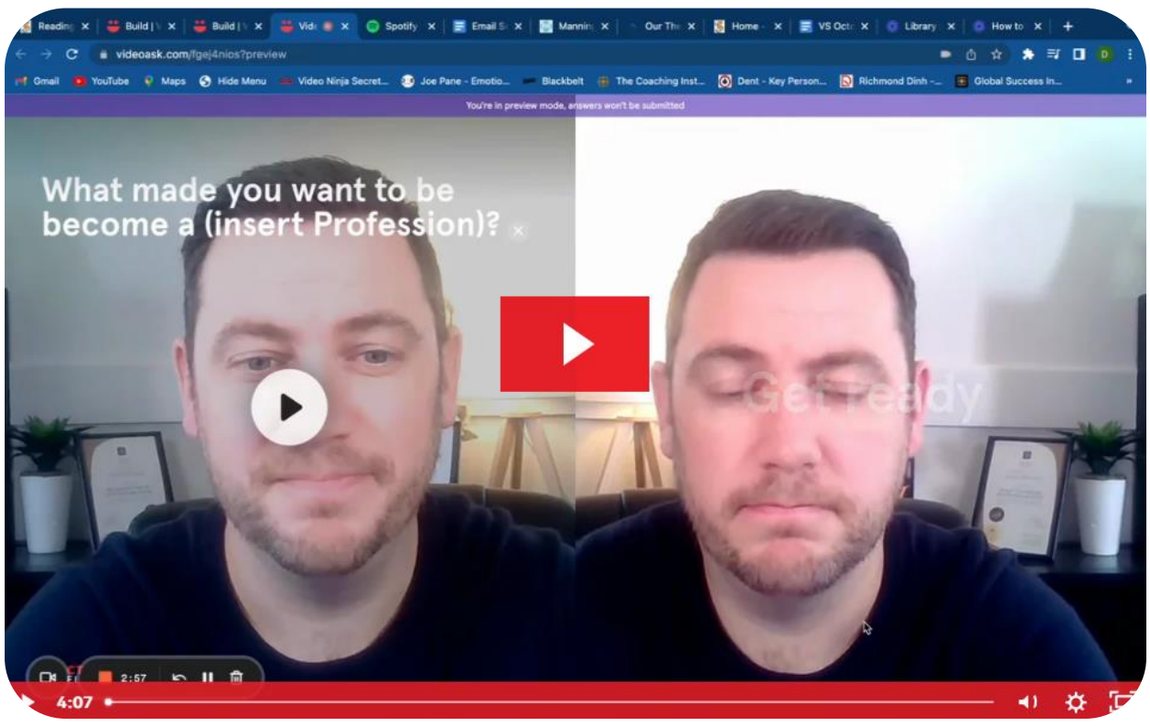
VIDEO ASK
RECRUITMENT RESOURCES



How to create a basic Video Ask flow - Walkthrough



Completed Video Application Walkthrough Example



VIDEO ASK
RECRUITMENT RESOURCES



CREATE YOUR OWN RECRUITMENT VIDEO FLOW

INTRODUCTION: (Introduce yourself and welcome your candidate)

HOW IT WORKS? (Explain the process, steps involved and provide some tips)

YOUR QUESTIONS: (Ask questions based on what is important to you to know)

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

ACKNOWLEDGEMENT (Thank your candidate and let them know the next steps)



Confirmation Email/ Text

Hi (Name)

Name here from (Practice Name)

We just wanted to let you know we have got your application.

We have a whole bunch of work to do, as we have had a high response already.

The applications will close off on (INSERT DATE), we will be getting back to you within (INSERT TIMEFRAME)

Just keep an eye out on your emails.

We will let you know the next steps, whatever happens.

Thanks for putting your hand up to be one of the (INSERT PRACTICE) team. We are excited to watch your video.

Best,

Name