

MENTOR GURUKUL

FREE RECRUITMENT STARTER TOOLKIT

Simple scripts, checklists and tracking formats
for recruiters, managers and team leaders.

Inside this toolkit

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Call script | WhatsApp messages | Candidate tracker
Interview and joining checklist

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1. Start with a Clear Requirement

Good recruitment begins before the first candidate call. Collect the basic vacancy details and make sure you can explain the role clearly in 30-45 seconds.

■	Final job title and department	Done / Pending
■	Work location and work mode	Done / Pending
■	Minimum qualification and preferred experience	Done / Pending
■	Main responsibilities of the role	Done / Pending
■	Salary or earning range, if approved	Done / Pending
■	Working days and working hours	Done / Pending
■	Interview process and joining timeline	Done / Pending

Create a Simple Ideal Candidate Profile

Write one short line describing the person you need. Mention location, experience level, communication requirement and joining availability.

Example profile

Graduate candidate from the local area with basic communication skills, customer-handling interest and availability to join within 15-30 days.

Simple Job Post Structure

COPY FORMAT

Hiring for: [Job Title]

Location: [City / Work Mode]

Eligibility: [Education / Experience]

Key Work: [2-3 short responsibilities]

Interview: [Online / Offline]

Apply: Share your updated resume on [Number / Email]

2. Candidate Communication Templates

Keep the first conversation polite, short and professional. Confirm basic suitability and explain the next step.

First Call Script

"Hello [Candidate Name], I am [Your Name] calling regarding your profile for the [Job Title] opportunity. Is this a convenient time for a quick 2-minute discussion?"

"The role is based in [Location/Mode] and mainly involves [short responsibility]. May I quickly confirm your current location, experience and job-change availability?"

Basic Screening Questions

- Please tell me briefly about your current role.
- What is your current location and total work experience?
- Why are you considering a job change?
- What is your notice period or joining availability?
- Are you comfortable with the location and work timing?
- Are you available for an interview on the proposed date?

Ready-to-Use WhatsApp Messages

Resume Request

Hello [Name], thank you for speaking with me. Please share your updated resume here for the [Job Title] opportunity.
Regards, [Your Name].

Interview Invitation

Hello [Name], your interview for [Job Title] is scheduled on [Date] at [Time]. Mode: [Online/Office]. Link/Address: [Details].
Please confirm by replying YES.

Reminder

Hello [Name], this is a reminder for your interview today at [Time]. Please join 5 minutes early and keep your resume ready.

3. Track Every Candidate Properly

A simple tracker prevents duplicate calls, missed follow-ups and forgotten interviews. Update it after every important conversation.

Name	Phone	Role	Last Action	Next Follow-up	Status

Suggested Status Labels

New | Contacted | Interested | Interview Scheduled | Attended | Selected | On Hold | Not Suitable | Joined

Interview Coordination Checklist

■	Candidate received date, time and location/link	Done / Pending
■	Candidate confirmed availability	Done / Pending
■	Resume shared with interviewer	Done / Pending
■	Reminder sent before interview	Done / Pending
■	Attendance marked and feedback collected	Done / Pending

Reduce No-Shows

Schedule only after checking availability, ask for a written YES confirmation, and send reminders before the interview.

4. Selection, Joining and Daily Review

Selection is not the final step. Clear follow-up until joining helps reduce dropouts and creates a better candidate experience.

■	Selection status shared professionally	Done / Pending
■	Approved salary or earning structure explained	Done / Pending
■	Offer or confirmation shared	Done / Pending
■	Expected joining date confirmed	Done / Pending
■	Required documents list shared	Done / Pending
■	Pre-joining follow-up completed	Done / Pending
■	Joining and onboarding confirmed	Done / Pending

Daily Recruiter Routine

Morning	Review profiles and pending follow-ups	_____
Late Morning	Candidate calls and basic screening	_____
Afternoon	Interview scheduling and coordination	_____
Evening	Feedback, status updates and next-day planning	_____

End-of-Day Questions

How many candidates were contacted? How many interviews were scheduled and attended? Which candidates need follow-up tomorrow? What can be improved next day?

Ready for the Complete System?

Learn advanced recruitment strategy, candidate communication, interview handling and organized digital recruitment with Neha Kumari.

Recruitment Masterclass - Mentor Gurukul

Website: mentorgurukul.com | Instagram/Facebook: @mentorgurukulneha

Thank you for downloading this free toolkit.