

INITIAL CALL OUT FORM

Person Calling _____

Their phone number _____

Their alternate phone number _____

Tell caller to please stay by phone to receive call from search manager

Find a search manager and give this person information on initial and your phone number

Give heads-up to call out team and decide who will be call-back person

***** **CALL BACK PERSON** _____

Call Search Manager with Call Back Person name and phone number

Call out person #1 _____

Call out person #2 _____

Call out person #3 _____

Call out person #4 _____

Wait for call from search manager

Go to "Call out" form