

Department of Defense Guard and Reserve Civilian Employment Study Employer Interviews - Interview Reminder

The reminders will be through email, phone, or both.

Email text:

SUBJECT: REMINDER: Upcoming Interview for DoD Guard and Reserve Civilian Employment Study

Dear [name of participant]:

We would like to remind you of your upcoming telephone interview as part of the Department of Defense study on civilian employment of guard and reserve members. You agreed to participate as a representative for [ORGANIZATION NAME], and we look forward to hearing [ORGANIZATION NAME]'s perspective. Your interview is currently scheduled for [DATE] at [TIME]. We will call you at [TELEPHONE NUMBER] / At that time, please call the following conference line [TELEPHONE NUMBER].

Please contact me if you have any questions or concerns about your interview. If you need to reschedule or would like to cancel your interview, kindly let us know by replying to this message.

Best regards,

[Contact Information]
RAND Corporation
www.rand.org

Phone script:

- “Hello, could I please speak to [POINT OF CONTACT]? (If more information is required: “I’m calling from the RAND Corporation about an interview [he/she] agreed to participate in. The interview is part of a study we are doing for the Department of Defense regarding civilian employers’ experiences employing guard and reserve members.”)
- (Once speaking with the point of contact) “I’m calling to remind you of your upcoming telephone interview as part of the Department of Defense study on civilian employers of guard and reserve members. You agreed to participate as a representative for [ORGANIZATION NAME] and we look forward to hearing [ORGANIZATION NAME]'s perspective. Your interview is currently scheduled for [DATE] at [TIME], and we will use [TELEPHONE NUMBER] for the call / at that time, please call this conference line [TELEPHONE NUMBER].”
- “Do you have any questions or concerns at this time? Feel free to contact me if any arise in the future. Do you have my contact information? (If not, give information.) We look forward to speaking with you on [date].”