

ASSUMPTIVE APPROACH VOICEMAIL SCRIPTS

Example #1: *“(Client’s name), it’s (name) with (firm). I am an executive recruiter specializing in _____ in the _____ market. (Insert referral, common acquaintance, market information or current project information if you have one).”*

I heard from one of your associates that you might be looking to hire a (title). I have a couple of people I’ve identified while doing a search for another facility that might fit the profile of what you are looking for. I would love to grab a couple of minutes of your time to discuss their background and see if it might be someone you would be interested in speaking with. Call me at (number). If I don’t hear back from you today, I’ll try you again at _____ - again it’s (name) at (number).”

Example #2: *“Good morning (name), congratulations on your new position as (role) with (company). I am sure that you are adjusting quickly to the new role. It’s (your name), (title) with (your firm). I focus exclusively in (FILL) with a primary focus on (specialty area) and (specialty area).”*

It’s been brought to my attention that you have an open (type of) position on your (specific division) team. That means you will likely be examining your current in-house talent as well as exploring the marketplace to potentially top grade this position.

As you know, the key to ensuring you have the strongest possible sales and support team is by having a constant pulse on the marketplace. My work involves knowing the key players in your market and communicating with them on a daily basis. I can provide you with information on exactly who is considering their next career move and who is considered to be top tier in this exact area of sales.

I recommend that you and I invest 20 minutes with each other so that I can have a more complete understanding of your short-term/long-term hiring goals. In return, I can provide you with real time market conditions and provide advice on pinpointing the right talent for your team.

Call me at (number). If I don’t hear back from you today, I’ll try you again at _____ - again it’s (name) at (number).”

Example #3: *“I’m (name), and I run the (FILL) Practice at (firm). I specialize in placing (role) and (role) and other _____ within (list types of organizations you work with). I know that (name of their firm) is building the (type of project) in (area)/growing the division of XYZ/moving into the (type of) marketplace, and I’d like to spend a few minutes on the phone to learn about your particular challenges and describe some of the ways we’ve helped other clients deal with similar issues. As you’ve probably seen from your results thus far, there are people looking for jobs everywhere, but the people YOU are looking for are in short supply. I’d like to discuss how to make those people aware of your organization’s story; those who aren’t looking for another job because they are doing very well in their current role. I’m sure that THOSE are the type of people that you’d like to see on your team.*

I can be reached at (number), again (number). Thank you (name), again this is (your name), and I look forward to speaking soon.”