

CLIENT FOCUSED SEARCH VOICEMAIL SCRIPTS

Example #1: “(Name), it’s (your name). I am a managing partner with (firm) in (location), and we are the (insert quantifiable firm accolade) in the (type of) market. I am responsible for developing relationships with key client organizations in the (type of) sector with a specific focus on (subsector). I noticed that you have recently joined (name of firm) as (title) for (region). Congratulations on your new post! (Name of their firm) has enjoyed a strong presence in the (type of) market with (insert specific market intelligence of their organization). I also understand that your utmost priority is to help drive the agency to greater profitability and bring it to a new high in revenue ranking. In the last (#of) years, I have specialized solely in the (type of) sector which gives me unique insight into market trends and the key players within the (type of) field. With the marketplace getting smaller and more competitive, we know finding the right candidates to fit into our clients’ market strategy will assist them in staying competitive in a challenging market place.

I know that it would benefit us both to have a 30 minute conversation. I can share my perspective on the current market and available talent pool and in turn, learn more about your specific operation and goals based on your new position with the company. I will contact you this afternoon at 4:00 pm to secure a time and date for our time together. I look forward to speaking with you.”

Example #2: “Hi, this is (name) with (company). I run a (discipline) Practice for (firm), and I’m giving you a call because I am working on a search for one of my clients for a (title). In the course of the very narrow parameters of this search, I’ve only been able to identify about 5-6 people who actually have the skill set we are looking for so far. Of those, one in particular is open to new opportunities, just not open to them with my client. Give me a call, and I will share with you the specifics on why he wanted me to reach out **specifically** to you on his behalf. (number). Again, it’s (name), and you can reach me at (number).”

Example #3: “(Client name), it’s (name) with (firm). I’m working with an (title) who has asked me to assist him in exploring new opportunities. He is masters prepared, holds his (certification), and has (number of) years of leadership experience. I wanted to see if you could use someone with this type of background. Also, I specialize in (FILL) positions, and I would like to talk with you about any other urgent or critical needs that we may assist you with. You can reach me at (number), and again it’s (name) at (number). Look forward to speaking with you.”

Example #4: “This is (name and firm). We are a (number of) year old executive search firm, and I am a search consultant that specializes in (function, industry) in the (location). The reason for my call today is that I am currently working with a few (titles) and also with several (titles) who are receptive to change for the right opportunity. The first individual is a (accolades, certifications, experience), and the other (title) who has (x years of experience doing yz). I wanted to see if you might have an interest in speaking with the candidates and if you have any full time needs in your department. If you do have an interest and would like further details on their background and skill set please reach me back at (number). Again it’s (name) and (number). I look forward to speaking with you.”