

REFERENCE CHECK SCRIPT #4

Introduction: *“Good afternoon, (name), this is (name). I’m an executive recruiter and am the Practice Director over our (FILL) group for (firm).”*

Body: *“I am calling because (name of candidate) gave me your info to use as a reference. Although I do want to talk about (name of candidate), I also know the immediate impact that he/she is going to be able to bring to my client organization. My firm specializes in placing (types of roles) that, on average, bring (\$ in new business/\$ in savings/\$ of bottom line impact) to our clients in the first (# of) months of their start date. Our team placed (# of) (titles) last year, which means that greater than (every other week/every week/once a month) we are impacting companies like yours and finding them quality people that they would not have found on their own. That being said, I want to talk further about (name of candidate) but don’t want to wrap up this call without a further conversation about what our firm has done for your competitors and how we may be able to do that for you as well. Let’s start with (name of candidate)”*

Proceed with the reference check and subsequent dialogue.

Transition Question: *“Thanks for the overview. Let me ask you this – what are the most urgent and critical openings that you have in the (FILL) right now?”*