

REFERENCE CHECK VOICEMAIL SCRIPTS

Example #1: *“Hello (name), it’s (your name) with (firm), and I believe (name of candidate) told you I would be calling. We are currently helping her/him with the confidential job search they are conducting, and they indicated you would be able to help us with a confidential reference check on their behalf. This initial call will take no longer than 5 minutes, and I greatly appreciate your time so I have a better understanding of how best to represent (name of candidate) to my clients. You can reach me at (number), again it’s (name) at (number) – looking forward to it.”*

Example #2: *“(Name), this is (your name) with (firm). We are the (firm accolades and track record). I have an individual that listed you as a reference, and I want to speak with you briefly prior to representing him/her. This initial conversation will take no more than 5 minutes. Since my name and reputation is attached to the names and reputations of my candidates, I need to get your initial thoughts prior to moving forward. My number is (number). Again, this is (name), and my number is (number). I look forward to talking with you.”*

Example #3: *“(Name), (your name) with (firm). The reason for my call is twofold. One, I am working with (name of candidate) regarding a career move. He/she has given me your name as a reference, and a key part of our service is to thoroughly check our candidates to ensure we are making the right fit between the candidate and the client company. I’m looking for your perspective on (name)’s work performance, management skills, knowledge of his industry, personal motivation, and so on, so that we can be sure of the best possible fit.*

Second, my specialty is placing (FILL), and since you and I have not had the opportunity to work together in the past, I’d like to get a better understanding of where you are at personally as well as where your firm is headed professionally. My number during normal business hours is (number), again (number). Thanks (candidate name).”