

MOST PLACEABLE CANDIDATE VOICEMAIL SCRIPTS

Example #1: *“Hi, this is (name) with (company). I know a great deal about your company, the kind of work that you do and the people that you normally bring on board. I am talking with a highly talented (title) that is currently working, happy, but willing to consider change for the right opportunity. I would like to tell you more about his specific skill-set ASAP. From the outside looking in, he seems to be a great fit from what I know about your company and the kinds of work that you do. Give me a call when you have the chance at (number) and I will share the info with you and see if it makes sense to make an introduction. Again, it’s (name) and you can reach me at (number).”*

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.”*