



## ASSUMPTIVE CLOSE

### CLIENT EXAMPLES

- 1) **SC to CLIENT:** *"I see that the posting for the ABC position is up- you must have gotten the requisition approved. What do we need to do to start working on your behalf and get some qualified candidates in the door?"*
- 2) **SC to CLIENT:** *"I'll get the first slate of candidates presented to you by Wednesday morning; from that we will short list three to interview the following week. You are in town next week, right?"*
- 3) **SC to CLIENT:** *"That's a good question, and one that I will get answered for you. Assuming that Kim has direct supervisory experience, is there anything else that needs to be answered before you schedule a time to interview?"*
- 3) **SC to CLIENT:** *"I'll go ahead and draw up our agreement like our last one: 15K up front to initiate the search, 15K upon presentation of three qualified candidates and the final payment due upon offer and acceptance. When do you want us to launch the search?"*
- 4) **SC to CLIENT:** *"Mittie is available to interview on the 8<sup>th</sup>. I know you're eager to bring her in, so I'll let HR know this morning so she can pull the interview panel together, assuming the 8<sup>th</sup> is good for you as well?"*
- 5) **SC to CLIENT:** *"I've completed the three reference checks you requested on Amer and they are fantastic. I'll type up a summary and zip it over to you and Debra (HR) this morning. When are you getting together with Debra to discuss Amer's offer?"*
- 6) **SC to CLIENT:** *"Happy to start working on this search with you Bob. I'll look for your email in an hour, indicating that you've opened up the requisition in your portal (ATS). Assuming the resume I send is reflective of what we've discussed about this candidate, what are a few times that work for you to interview her?"*
- 7) **SC to CLIENT:** *"I am confident that a brief conversation would allow both of us to gain further insight into some of your current challenges and some of the ways we've helped other clients overcome similar challenges. If now is convenient, I'll start by simply asking you (insightful question)."*