

TAKEAWAY CLOSE

CLIENT EXAMPLES

- 1) **SC to CLIENT:** *“Linda, I’m leaving you this message because you have yet to respond to my submission of Dr. Peters. Given that it has been three weeks since I presented him to you, I’m going to assume you are not interested in considering him as a candidate unless I hear from you within the next 24 hours.”*

- 2) **SC:** *“Hi Jagdev. I’m following up to see if you filled the position you were considering Joe for. Did you land that person you made an offer to?”*
CLIENT: *“No, actually I didn’t. He ended up taking an offer with another company, so I’m still looking. Do you have someone else in mind?”*
SC: *“I’m aware of other candidates, but none with the experience and qualifications of Joe. Would you be opening to reconsidering him?”*
CLIENT: *“Well we liked Joe throughout the interviewing process, but other candidates just came more highly referred. We can talk if he is still interested.”*
SC: *“I believe he would be, but we’re going to have to act fast. He’s got an offer coming from another company today- which is one of the reasons I called you. Unless you can make him a formal offer today, we will likely lose him. How quickly can you extend a verbal offer- better yet- a written offer?”*

- 3) **SC to CLIENT:** *“I’m following up on our fee agreement. When we had our teleconference two weeks ago, the SVP was expecting us to get started on his search immediately. He said you had a dire need to get this position filled, yet I haven’t seen the executed agreement. If you aren’t in a position to get that agreement right over, I’m going to have to put this search on the back-burner for now; there is another firm who has approached me to engage in a search on their behalf. How would you like me to prioritize?”*

- 4) **SC to CLIENT:** *“Hi Jeff. Christine with Next Level. As you know, we had Nate in there to meet the entire team last week. You indicated that the panel would get together and make a decision by Friday. Given that another week has past, I can only assume that you are not interested in moving forward with Nate. Unless I hear from you before the weekend, I’m left with no choice but to advise Nate to accept an offer he received from another company. Please advise and looking forward to hearing from you.”*