

TRANSITIONARY DIALOGUE FOR TAKING A FULL SEARCH ASSIGNMENT

Example #1: *“(Client name), there are two things that would really help me get off to a quick start. Can you forward me a copy of your internal job description as well as a copy of the benefits summary that you might give to a new hire - I get so many direct questions about benefits these days it will save us a ton of time later if I have them upfront. Thank you. Now can you give me the quick highlights of what you’re looking for?”*

“Perfect – thank you. One of the ways we really separate ourselves from other search firms is that we will be actively recruiting candidates who aren't in the job market but know how to respond to an opportunity. In order to do that I need to be able to paint them a picture that this is the kind of opportunity they need to pay attention to. I'd like to ask you some things that will really help me attract candidates to your company. Additionally, one of the situations I know I'm going to face is candidates asking me some specific questions about your organization, especially if they are interested in you, so I'd like to go through some of the typical things they ask me. Do you have 10 minutes to do that now or should we set up a different time?”

Example #2: *“(Client name), it's important that I spend some time in order to get to know you, your company, and most importantly, the kind of opportunity you offer top candidates. Should you then decide to work with us, I would assemble a recruiting plan designed to identify the top talent in your field. I'll then prepare a presentation effective enough to recruit the very best talent available for your opening. Then, I'll screen all candidates recruited in depth and present to you those individuals who best meet your specific requirements which will allow you to make an “informed” selection with confidence. Does this make sense?”*

Example #3: *“(Client name), allow me to give you a brief overview of how our process works. I will create an extensive plan customized for this search to ensure that we have a real strategy to identify, evaluate, attract, and secure the very best talent available in a timely manner. Then, I will develop a compelling presentation about your opportunity and present it to every possible candidate in hopes of widening our net and spreading the positive story about you, your department, your company, and this opportunity. Candidates will be qualified on more than just their skills; I will also qualify them based on experience, chemistry and motivation. Once we have qualified potential candidates, we take careful consideration to ensure that we present only those who meet your criteria – generally, those who are currently employed, not actively on the market, and who would be motivated by the right opportunity.*

That being said, the only way I can effectively work this process is if I have just as good an understanding as you do of this opportunity. It is my goal to not feel like an external recruiter, but rather a member of your internal recruiting team. What I need from you in order to exceed your expectations is a little of your time and lots of information – typically about 20 minutes. Is now as good as a time as ever, or should we schedule an appointment for tomorrow?”



Example #4: *“(Client name), based on the brief criteria you’ve shared with me so far, I believe we are in a very good spot to help you guys fill this position. What we need to do next is spend a few minutes giving me a solid understanding of what you are looking for and offering, and make sure we put together a strong platform to land the caliber of candidate you’re targeting. I promise you that investing a little time now will save us both time later, and make sure I don’t to keep coming back to you with little questions here and there. It also will ensure that I know the exact markets to target once we have a complete understanding of every aspect of this search.*

I know you’ve had frustrations in the past with recruiters sending you unqualified candidates – but I would argue that it’s the recruiters you spend the least amount of time with who send you the least qualified individuals. I want to guarantee that I’m never one of those recruiters – so do me a favor and take a look at your schedule tomorrow – where do you have 10 minutes?”