DETERMINATION OF COOPERATION AND URGENCY

Scripted Dialogue: *It would be helpful to get an understanding of the urgency of this position. There is nothing wrong with us having the luxury of time on our side if this isn't a critically urgent position – but if that isn't the case, I want to make sure that I'm operating from the same timeframe that you are.*

- When do you want this position filled? Is there a drop-dead date to fill?
  - If the answer is ASAP, would you be prepared to make an offer to the right candidate tomorrow?

- When do you realistically expect to have the position filled by?

- What are some of the long-term, lasting effects of not having this position filled by your timeline?

- Who, specifically, will suffer if this job remains unfilled?

- What initiatives/projects will suffer if this job remains unfilled?

- What happens if this position stays open for a month? For three months/six/longer?

- Who is currently doing the workload created from this position being unfilled? What burdens or financial costs are associated with that extra work?

- What type of milestones in a search give you comfort that the search is progressing favorably?

- If I sent you the script that I will be using in the marketplace, would you be able to get back to me within 24 hours with feedback, suggestions, or approval? Is viewing that script something that is important to you?

- (if no pre-set interview dates) If I sent you someone this afternoon, when is the first available time you have to interview him/her?
  - Are there any dates over the next three weeks that you or others involved in this process will be out of town/unavailable to interview?

- Under any circumstances, could you see this position being eliminated during the course of our search?