



EMAILS TO FOLLOW YOUR PROFESSIONAL RECOMMENDATION

Example #1:

(Client name),

Per your request, I have attached two different template agreements as well as references of past clients. Both agreements are the same cost, just slightly different terms depending on how much you want to guarantee success. One is a Contingent agreement. This is what you are likely most familiar with; simply an avenue for us to share a few individuals with you as we identify them. Bottom line, you only pay if you hire one of our candidates. However, we are not financially committed to the search, so I can't promise we will actively work on it outside of sending you a few candidates either previously identified or identified in the future.

The second agreement is an Engaged Search. Same cost, except we require a financial commitment up front. Not to worry - that amount is fully applied to the balance of the search once we are completed. The difference here is that my team will be actively working on your behalf to identify every possible candidate that could fulfill your position. Whether they are interested in making a change or not, there isn't a supervisor, manager, or director within 200 miles that won't know about your opportunity. We will openly recruit (sharing the name of our client) and essentially be running a commercial for you about 100 times a day. The only risk to you is putting money up front before receiving a candidate. That said, in over (# of) years we have never failed to fill this type of search. If for some reason we could not fill it, we would be more than happy to apply your money to any other search, even if that means working with a different specialty team here. But again, we have never missed our mark.

My recommendation would be to go with an Engaged Approach simply because of the leadership you are looking for. You need a higher level candidate, who is statistically less available. They also tend to be the least active, so getting the right individual might really mean diving in to our network and hunting someone down. At the end of the day, we receive the same amount of money either way, so the choice is yours.

Let me know what questions you have as this is far easier to explain live. Also keep in mind these are templates designed to be adapted to suit your needs. Whatever your question is, please ask. In (# of) years, we have done all kinds of crazy things to make our search fit your needs.

I am looking forward to working together very soon as I have no doubt we will be able to present quality individuals as a partner working with your team!

Thanks,



Example #2:

(Client name),

Thanks for your time today! It was a pleasure speaking with you.

Please find our fee agreements attached:

** Engaged search is the method of choice for urgent, critical searches. The upfront payment funds researchers who conduct a recruiting effort dedicated to filling the assigned position, delivering a marketing message you approved to the entire target population. The sustained focus on contacting candidates who do not respond to advertising to inform them of your opportunity, coupled with the ability to disclose details such as client identity, results in a success rate approaching 100%. With the engaged approach you have the right of first refusal on all candidates surfaced during the recruiting effort for this position, as well as an extended guarantee.*

** Contingency recruiting can be an attractive way to learn about working with (name of firm), since there is no upfront financial obligation and therefore no risk to you. We approach potential candidates to learn if they would be interested in exploring confidential employment alternatives. Candidates who are motivated to make a move are presented to clients in the area where they want to live. There is no obligation on anyone's part. If you do not feel a candidate is worth a fee, you do not make an offer, and there is no charge to you.*

Please print and sign the agreement that best corresponds with your needs and fax it back to us at the number below (or send it back as an attached .pdf file) to activate. This creates the financial basis for us to search and present candidates to you.

(Name of firm) has grown to be (insert firm accolades, track record, or other information). Our (type of team) includes (# of) recruiters, specialized by discipline:

(List of disciplines/titles/areas/specialties)

We look forward to being of service to you!

Example #3:

(Client Name),

It was a pleasure speaking to you today and I look forward to assisting (Client name) in the identification of talented (type of) professionals in the (location) area.

I attached a contingency search agreement for your review and this will provide as the pathway for our firm to present candidates to you as they surface. This also can be the best way for (name of firm) to legitimately show you that we know your industry and have the market knowledge to help you build the right project teams. There is obviously no obligation when you sign a contingency agreement with our firm; there will only be a search fee due when a candidate we present to you is hired. There is no obligation to receive resumes and interview candidates so this makes this relationship advantageous to you with absolutely no risk.

Take a look at my bio (LinkedIn Profile/etc) as this will give you a better understanding of my background, and our website (site address) will address our firm's capabilities. I also have attached a list of references from your peers that you may reach out to if you would like some additional insights around our track record and professional process.

Again, good to talk to you and if you have any detailed information on the positions we discussed today (job descriptions, benefits package summary, or any other relevant material) that will help us represent you discretely please feel free to send to me at your convenience.

Regards,

Example #4:

(Client Name),

Thank you for allowing me the opportunity to assist you with this position. I have had a great deal of success in filling key roles within healthcare organizations, just like yours.

Candidly, I know that you did not get in the role you are in without taking a few calculated risks. I am sure that many of those resulted in profoundly positive changes or results; this is one of those times. In short, if you are not getting what you need (which is indicated by your search still being open), I am simply inviting you to consider doing things differently. After all, the definition of insanity is doing the same thing over and over and expecting different results.



The agreement I have attached outlines the terms, under which I will conduct your search. In addition, I have also attached a document that outlines my search process, which can be tailored for you. Please call me so we can discuss any concerns you may have. I look forward to the beginning of a long term and mutually rewarding business relationship!

Regards,

Example #5:

(Client Name),

With the dedicated approach to finding a candidate on your mind, I'd like to share a few facts:

- 1) My team has never failed to fill an engaged search – I have attached a list of references who will attest to that fact.*
- 2) My firm is (firm accolades, track record, or volume). I would not jeopardize my relationship with your firm or risk the damaging affects of bad publicity in the (type of) marketplace by not delivering.*
- 3) A coordinated search working along side your HR department will surface the **BEST** (title), not simply the first to apply.*
- 4) The longer the position remains open the harder it will be to sell your opportunity as a "**GREAT**" place to work. The more candidates hear about this same opportunity from multiple recruiters, they will question that if this is such a great firm, why has this position been open for so long?*
- 5) Opportunity cost: (share the cost of this position staying open each day/week/month versus the cost of having it filled by X date).*

I can perform a dedicated search with a consistent message, ensure the widest net is cast, and be personally accountable to ensure it gets done. You and your staff will not waste time, money, resources, or energy on "active" (someone who needs a job in this market is flawed) low quality candidates.

Looking forward to partnering with you,

Example #6:

(Client Name),

To reiterate what we discussed on the phone today, I'd like to give you something that you can easily forward to the rest of your team responsible for making the decision to partner with (name of firm).

1. I or someone on my team is dedicated to working solely on behalf of your organization. Instead of having my time and resources divided between as many as 30 other companies, I work exclusively towards filling your needs. Because of this, brevity of time and quality of candidates are amplified.

2. I will provide candidates to your company on an exclusive, right-of-first-refusal basis. Candidates will not be presented to any other organization until you have declared that there is no interest in pursuing the relationship with that candidate. However, this provision is contingent upon your agreement to make a decision on interviewing the presented candidate within one (1) day of presentation, and additionally, a hiring decision is made on candidates within four (4) days after the interviewing process concludes.

3. Every means necessary will be used to fill the position. I will represent myself as the exclusive recruiter working with your organization. Before my name is ever spoken, your company name will be given. Instead of being another "headhunter" working the market using "cloak and dagger" techniques, I become an extension of your organization. All potential candidates are informed immediately of your company, the exact opportunity and the details important and necessary to pique the interest of the industry leaders.

*4. Again, as every means necessary will be used to fill the position, other recruiting firms and even your own human resource department are not "locked out" in helping to fill the position. As your company name will be used directly in every presentation I give and advertisement that is written, word of mouth will bring in a variety of candidates. Also, if another agency refers a candidate, **your organization will not be responsible for multiple placement costs.** My organization will negotiate directly with the other agency in terms of equitable and fair final fees. I will do whatever I can to fill that position, either directly or indirectly. I am responsible for solving your problem any way I can.*

5. Although I pride myself in finding candidates through direct methods, your position will be placed on a minimum of 5 Internet sites (e.g.: Monster.com, etc). All expenses for such advertisements will be absorbed by (name of your firm).

6. Progress reports can be issued monthly, which details my exact search plan, all activity and market feedback regarding the position and company.



7. *The Dedicated Search fees will be split into 2 equal payments, and will be based on the results of my performance. The first payment, I is paid immediately and involves my initial research and time needed to create a customized search strategy tailored to your individual company. The final payment will be based on a candidate's acceptance and placement.*

8. *Please note that this document has only been established as an outline. All items delineated above are open to editing and amendments depending on your needs.*

When you are ready to hold someone accountable to filling your position, please sign and send back the attached agreement. I look forward to being held accountable!