

INDIRECT APPROACH VOICEMAIL SCRIPTS

Example #1: *“(Name), it’s (name) with (firm). (Referral name or name of someone within your recruiting company) recommended that I give you a call – my direct line is (number). If I miss your call back, I’ll try you again until we connect. Again, (name at number).”*

Example #2: *“(Name), it’s (your name). I am an executive recruiter specializing in (FILL) and frequently asked to write articles for industry trade journals. I wanted to see if you would be able to share some knowledge about (subject matter topic) for an article that I am writing. I would be happy to publish your name and organization if I use what you have to say, and our conversation shouldn’t take more than five or ten minutes. Again, it’s (name) and you can reach me at (number).”*

Example #3: *“Hi, this is (name) with (company). I run our (discipline) Practice for (firm), calling because I am currently working on a benefits survey for one of my longest-lasting clients. It’s something I’m doing for them because they are one of my best clients, but I am open to sending you a copy of the summary results as a thank-you for your time. If this is something you would be interested in participating in on a confidential basis, please return my call prior to (date) so your information can be included. Will take less than three minutes; my number is (number) and again it’s (name) at (number). Thanks (name)!”*

Example #4: *“This is (name and firm). I am an executive recruiter specializing in the placement of (titles) and (roles) within the (Industry), specifically in the (sector). My purpose is two-fold. First, I have a senior level opportunity I am working on for one of my top clients. Second, I wanted to learn enough about your situation to know when and about what I should be giving you a call since I am not presuming this opportunity is necessarily of interest to you as we have not yet had the opportunity speak. Give me a call and I’ll share with you the details of specifically who I’m working with, what they are looking for, and what they are offering. I thank you in advance for your return call; you can reach me at (number) and again it’s (name) at (number).”*

Example #5: *“Hello (name), it’s (your name) with (firm), and I believe (name of candidate) told you I would be calling. We are currently helping her/him with the confidential job search they are conducting, and they indicated you would be able to help us with a confidential reference check on their behalf. This initial call will take no longer than 5 minutes, and I greatly appreciate your time so I have a better understanding of how best to represent (name of candidate) to my clients. You can reach me at (number), again it’s (name) at (number) – looking forward to it.”*

Example #6: *“(Name), (name) with (firm) and although I’m an executive recruiter in the (FILL) area, I want to actually talk with you about some competitive intelligence I’ve gathered that will be immediately impactful as you continue to navigate through these tougher economic times in your role as a (title). All I do all day long is talk with your direct competition, and in those conversations I believe there is some knowledge that will allow you and your organization to break away ahead of the pack when the industry turns back around. Give me a call when you get a break in the action, and I’ll share with you the specifics. You can reach me at (number) and again, it’s (name) with (firm), and you can reach me at (number). Talk with you shortly.”*