

REFERENCE CHECK SCRIPT #1

Introduction: *“Good afternoon, (name), this is (name). I’m a (role) with (firm). My specialty is (industry), and we specialize in placing (titles) and (titles) in the (specific area).”*

Body: *“I am considering representing (name of candidate) in the marketplace and prior to ever partnering with a new candidate, I want to make sure that he/she is worth my representation. (Name of candidate) has given your name as a reference, and I want to get a global understanding of his background and track record in the industry. This won’t take more than a couple minutes, as I am just looking for an introductory reference. Once I move further down the process with (name of candidate) and it looks like he may get an offer from my client(s), I’ll spend a few more minutes with you down the road really comparing what you know of him/her to what my client is looking for. That being said, do you have 5 minutes to give me an overview of your professional history with (name of candidate)?”*

Proceed with the reference check and subsequent dialogue.

Transition: *“Thanks for the overview. Since you and I have not had the opportunity to speak, I would like to learn a little more about your background and what is important to you so I can act as a resource for you in the future. Tell me more about your current role with (Company).”*