



Closing Form: Client

CLIENT _____

HIRING MANAGER _____

CANDIDATE _____

INTERVIEW DATE _____

Section #1: The Recap

- *“How did the interview go from your perspective?”*

Section #2: The Alignment

- Revisit the original search parameters the client originally gave, either from the Search Assignment Form or the Candidate Comparison Matrix: *“Let’s quickly break down the requirements that you first described when we started this search – how does he/she compare in each of those areas?”*

- *Requirement #1:* _____

- *Requirement #2:* _____

- *Requirement #3:* _____

With each area of alignment, you are reinforcing that this is the right fit. With each area in which the client is unsure, you now have a list of areas to address further.

- *“How does he/she compare to the other candidates you currently have in process?”*
- *“Were there any red flags in terms of his/her professional ability?”*
- *“Red flags with his/her personality fitting in with your culture?”*
- *“Red flags with his/her experience as it relates to what you were looking for?”*
- *“Red flags financially?”*



Section #3: The Continued Sell - People want what they can't have; this section is designed to remind the client that there are two sides to this decision, and the candidate isn't a sure bet when it comes to accepting an offer of employment.

- *"On a scale of 1 – 10, gauge the interest level, in your perspective, of the candidate. Why?"*
- *"Did he/she give you an indication of how your opportunity compared to others that he/she might be considering?"*
- *"In your opinion, and so that I can reiterate with him/her, why is this the best opportunity for him/her?"*
- *"In terms of selling your opportunity, is there anything that you didn't sell him/her on that you should have?"*

Section #4: Compensation

- *"Did you talk about financials? What did the candidate share with you? What did you share with the candidate?"*
- *"Let's say that you were ready to extend an offer – in your opinion, do you feel that he/she would accept if one was extended? What else can we do to attract this candidate to your organization?"*

Section #5: The Feedback

- Share any likes or possible concerns the candidate expressed
- If the candidate needs additional information in specific areas, share with your client
- If the candidate has hesitations, put together a plan of action
- If the candidate shared thoughts on next steps, articulate those desires to your client

Section #6: The Next Steps

- *“Did he/she close you at the end of the meeting on next steps? What were those next steps?”*
- *“What is your timeframe to making a decision?”*
- *“What else needs to happen to make a decision on hiring or not moving forward?”*
- *“Are there any questions you need to have answered in order for you to finalize your decision?”*
- *“Is there anything else that we haven’t yet talked about that’s important to you regarding this interview and this candidate?”*
- Be clear of the timeframe for the remainder of the process so you can properly prepare your candidate as to the timeframe they will be working with