



SCRIPTS

RECRUITING SCRIPTS

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CANDIDATE BENEFITS

CANDIDATE BENEFITS

PRIORITY RESUME REVIEW & INTERVIEW SCHEDULING

With the unemployment rates on average of 3% and sometimes less in the US, positions can fill quickly and because of my network, I have first access of knowing what positions will be posted prior to becoming available on the general market. My candidates have priority in the resume review and interview process giving you/them an advantage of being considered first amongst other qualified candidates.

We can also provide genuine feedback that employers are becoming increasingly shy of giving you.

EYES & EARS ON THE MARKET

My firm represents top Fortune 100 and highly desired companies, including well-funded startups. When these companies experience rapid growth and have aggressive hiring plans, they seek help our firm to meet the deadlines of their aggressive hiring needs. My candidates are given priority in the resume review and interview process because of our proven ability to meet and exceed their needs.

COMPANY GROWTH

My firm represents top Fortune 100 and highly desired companies. When these companies experience rapid growth and have aggressive hiring plans, they seek help from our firm to meet the deadlines of their aggressive hiring needs. My candidates are given priority in the resume review and interview process because of our proven ability to meet and exceed their needs.

JOBS ON THE HORIZON

My firm represents top Fortune 100 and highly desired companies. We have strong relationships with our clients based on our proven success and have intel on what confidential positions are on the horizon.

DON'T NEED YOUR HELP

I CAN APPLY DIRECTLY MYSELF

Did you know that only 20% of applicants are hired from a company's job posting through their website? I personally was shocked when I learned that 80% of positions were hired through people in a company's trusted network of recruiting firms and people they know and trust such as internal or previous employees. If you don't know the right person in the company you're looking to get hired with, that's where I come in. The advantage of using me is you'll have access to my network, as well as my team's network.

There will be no more getting lost in an application black hole unsure if your resume was received or reviewed.

BUILDING YOUR PIPELINE

WDYK | WHYB

WHO DO YOU KNOW

- What do you do?
- Who did/do you report to'?
- Has anyone left your company recently?
- Who in the (blank) field has a good pulse on the business?
- Who do you know is really up to date on technology?
- Who do you consider an expert in your field'?

WHERE HAVE YOU BEEN

- How long have you been with the company?
- Where did you work before?
- Have you taken any interviews recently?
- (If someone recently left their current company) Where did they go?

INVENTORY RECRUITING

How to look for recruiting leads in every conversation

Would you or anyone you know be interested in a potentially stronger opportunity...

- Closer to home?
- More \$?
- Add a skill set or next logical step in career?
- Bigger/Smaller Company?

Let me be your eyes and ears and make the opportunity come to us, instead of waiting for when you are in need of another job.

EXPANDING YOUR BOOK OF BUSINESS

- How's business been for your company this past year? What's the near-term forecast?
- What's your [clerical/legal/IT] department's structure?
- How many degreed versus non-degreed staff do you have
- Where do you fit in the corporate structure?
- When you hire someone, what type of skills do you like to see in his or her background (e.g., programming languages, Lotus, MS Excel, other PC skills, legal specialization)?
- Who else in your company from time to time hires [accounting/financial/IT/legal] professionals?
- Do you know of anyone else in other companies who are in charge of hiring [accounting/financial/IT/legal] professionals?
- Has there been any turnover in your department?
- Do you forecast any key hires in the next three to six months?
- Do you use temps? Who coordinates those hiring decisions?
- Do you use consultants?
- Where did you attend college?

CANDIDATE EARLY INTERRUPTIONS

CANDIDATE | EARLY INTERRUPTIONS

NO TIME	That's exactly why I called you. I called to setup a time for us to discuss.....
NO TIME (2 ND TIME)	Ok, no problem. Is [TIME] good?
NOT INTERESTED – I'M NOT LOOKING FOR A JOB.	<p>I understand you are not interested, and that's exactly why I'm calling you. I've learned throughout my profession as a recruiter that I get my best referrals from people like you – someone who is out there working every day and is successful at what they do. You know who is good and who is not.</p> <p>Who was the most talented [POSITION TITLE] at your last place of employment?</p>
I DON'T KNOW ANYONE WHO IS LOOKING FOR A JOB.	<p>I understand you don't know of anyone who is looking for a job, and that is exactly why I'm here. I help match people to companies with open positions that align to their desired role and next career move.</p> <p>With the unemployment rates on average of 3% in the US, positions can fill quickly and because of my network, I have first access of knowing what positions will be posted prior to becoming available on the general market, giving people an advantage of being placed first and a priority amongst other candidates.</p> <p>What talented [POSITION TITLE] do you know who is looking to take their career to the next level?</p>
HAPPY WHERE THEY ARE AT.	Everyone has a dream job. If your dream job were to come across my desk, what would that look like and should I call you?
I CAN APPLY ON MY OWN	<p>Did you know that only 20% of applicants are hired from a company's job posting through their website? I personally was shocked when I learned that 80% of positions were hired through people in a company's trusted network of recruiting firms and people they know and trust such as internal or previous employees. If you don't know the right person in the company you're looking to get hired with, that's where I come in. The advantage of using me is you'll have access to my network, as well as my team's network.</p> <p>There will be no more getting lost in an application black hole unsure if your resume was received or reviewed.</p>

CANDIDATE SCRIPTS

SOURCING | REFERRAL REQUEST

CANDIDATE SOURCING | REFERRAL REQUEST

INTRODUCTION & PURPOSE

Good morning/afternoon, [NAME].

My name is [YOUR NAME], with ISGF. The reason I called you today is to see if you might be able to help me. I've been retained by several hiring authorities to attract an above average [POSITION TITLE].

I've learned throughout my profession as a recruiter that I get my best referrals from people like you – someone who is out there working every day and is successful at what they do. You know who is good and who is not.

I know I reached you unexpectedly, so I'll keep this brief.

COMPANY SIZZLE

Great! [INSERT COMPANY SIZZLE]

[*NOTE: Typically, the Account Manager prepares the company sizzle and provides the 3 keys for the job opportunity.]

QUALIFYING QUESTIONS

Who was the most talented [POSITION TITLE] at your last place of employment?

What made them stand out as an above average [POSITION TITLE]?

Do you have a phone number or email address for them so I can reach out to them?

REHASH

While this is a hot position, I represent other companies that are hiring the same and similar roles, including senior level and executive positions. I can be your eyes and ears in the job market. Would you like to be informed of jobs that represent your next career move?

(If they respond with YES)

Fantastic. If you were to make a change today, what has to be there?

CLOSE

Thank you so much for your time today. If you'd like to reach me directly, you can call [PHONE NUMBER].

SOURCING | POTENTIAL JOB MATCH

CANDIDATE SOURCING | POTENTIAL JOBMATCH

INTRODUCTION & PURPOSE

Good morning/afternoon, [NAME].

My name is [YOUR NAME], with ISGF. The reason I called you today is to see if you might be able to help me. I've been retained by several hiring authorities to attract an above average [POSITION TITLE] and I came across your resume and noticed [COMMENT SOMETHING SPECIFIC FROM THEIR RESUME, PROFILE, ETC.] and thought you may be a great fit.

I know I reached you unexpectedly. Are you able to freely speak right now?

COMPANY SIZZLE

Great! [INSERT COMPANY SIZZLE]

[*NOTE: Typically, the Account Manager prepares the company sizzle and provides the 3 keys for the job opportunity.]

QUALIFYING QUESTIONS

Have you previously spoken with anyone from ISGF?

Thinking about your career, what is your biggest accomplish you are most proud of?

Why would you be interested in leaving your current company?

[CONTINUE WITH PRE-SCREEN QUESTIONS IN BULLHORN]

REHASH

While this is a hot position, I represent other companies that are hiring the same and similar roles, including senior level and executive positions. I can be your eyes and ears in the job market. Would you like to be informed of jobs that represent your next career move?

(If they respond with YES)

Fantastic. If you were to make a change today, what has to be there?

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Thank you so much for your time today. If you'd like to reach me directly, you can call [PHONE NUMBER].

CANDIDATE | MPC

CANDIDATE MPC

INTRODUCTION & PURPOSE

We're going to have a conversation. It's a 3-part conversation that covers what you've done and more importantly what you'd like to do. Then we'll summarize strategize and figure out where we go from there.

By the way- have you spoken with one of my team mates here at ISGF previously? (If they say yes) Roughly when?

QUALIFYING

Skills Assessment/ Progression:

The first thing I'd like to do is have you walk me through your progression with (company) leading me up to your current responsibilities. When you first started with the company what was your position or job description? In some detail, walk me through what you've done so far and bring me up to today.

Buzz words on skills assessments:

- Action words = spearheaded, planned, developed, conceived
- Result phrases = led, reduced, this saved
- Tie the action words to the result phrases.

- In your own words, why would you be interested in leaving (company)?
- Why would you be interested in staying with (company)?
- Rate your current job/company on a scale of 1-10.....what could they do to make it a 9 or a 10?)
- Do you have a non-compete with your current company?
- If so, what are the particulars of the non-compete? How long? What does it prohibit you from doing?
- Where did you receive your education?

Intentions:

- How long have you been looking?
- What have you done so far?
- What companies have you had a chance to interview with over the past 6-12 months or so?
- What companies do you have respect for that you'd like to work for?
- What companies do you have little respect for that you'd probably not considering for?

IF THEY'RE EVERYWHERE, DO A MINI AND MOVE ON!

The Humbling:

Let me give you an idea of what I do on my side, so you'll understand the next few questions. In any given week I'll have somewhere around 20, maybe 25 of these Interview conversations, depending on how many projects we're focused on and what month it is. The disclaimer is that we don't run across or uncover anywhere near the same number of opportunities or new positions each month. As a result of that, it becomes critical that we prioritize who gets exposure to our top tier of clients. Does that make sense? Good. So, with that in mind, I'm going to walk you through a few questions that will give me some sort of feeling or determination as to where you stand amongst your peers... or competitors... depending on how you want to look at it. OK?

- Stand out: What have you done that's caused you to stand out or separate yourself from others?
- Make Money: What have you done that's caused any given company you've worked for to generate income, increase revenue, or add value?
- Save Money: What have you done that's been income saving or cost reducing for your department or company?
- Save Time: What have you done that's saved time or increased workflow?

Candidate Wish List:

Now I'd like to cover what I feel is the more important part of our conversation. We'll cover what I refer to as the "self-designed position" that I may have eluded to earlier in our conversations. Now, the realism, or lack of realism, that go into people's choices at this stage is really what determines how effective we are in helping people find what it is they want to do. So, with that in mind I'm going to walk you through a few topics and I'd like you to tell what your thoughts are, okay?

I'll get into more detail in a moment but on the surface, what titles would you consider, what do you see yourself accepting in your next role, what would you feel would be appropriate?

- What title would you like to report to?
- What's the reporting structure from you to the top of the company? Start with whom you currently report to.
- Who else reports in to that person? In other words, whom do you have as Peers?
- What titles report to your position?

- **Function:** How would you describe the nature of your future position, what do you see yourself doing on a daily basis and what direction would you like the position to head in?
- **Products:** What products or business sectors in the “PUT JOB HERE” would you like to work on? What are your preferences?
- **Product Experience:** What products/ business sectors have you had a chance to work on so far, what have you been exposed to? What would you say is your expertise?
- **Size:** How would you describe the size of the business you’d like to be a part of (define “small”, “s/u”, define the words they’re using)?
- **Culture:** How would you describe the personality, social style, or culture of the group you’d like to be a part of (or help create)?
- **Compensation:** Break your package down for me:
 - What is your current base?
 - What are the specific components of your package?
 - What current benefits do you have (not what you want)?
 - When is your next review scheduled?
- **Relocation, Travel Time, Commute:** What areas would you consider, what are your sweet spots, what would you not consider?
- **Driver:** What would get you out of bed in the morning and make you excited to go to work? What about your new position would really excite you?
- **Direction:** There are two ways to move forward: compensation or career growth. Which is more important to you and why?
- **At what point in compensation do I not call you?**
- **Criteria:** What 4 criteria would need to be satisfied for you to make a change? What order would you place their priority?

References:

Do you have a list of References in place, including telephone numbers and email addresses?

NO, I don’t have a list of References in place yet:

We typically recommend you have six references ready when you start a search. We suggest two past direct supervisors, two peers or colleagues, and two people who either reported to you or looked up to you as a coach or mentor? This could be people in your department, people who work cross-functionally to you. Or perhaps people that have worked with you but are at different companies. If you’re up for a homework assignment, I’d like you to think about who you would use then email the list to me for review. Do you still have my email address?

YES, I have a list of References in place:

I'd like you to email them to me for review. Do you have my email address?

I don't feel comfortable giving you a list of names.

- Why?
- I understand. We use the list for 2 purposes. First is used for Reference checking, which only comes into play after you've interviewed with a Company and only with your permission. Secondly, we regularly add names to our database and update names already in our database through Reference Lists. We never call them as a reference without discussing it with you ahead of time, period. But we do like to review the list ahead of time to see who you have on your list. Are you okay with that?
- Are you a member of Linked In? Would you be open to adding me as a connection?
- Do me a favor, make sure your list is current and the contact information is correct and send it to me for review. Do you have my email address on file?
- Outside of your reference list, or perhaps including those on your reference list, who are the three people in your current company that you have the most respect for and why?
- Going back to (previous company), same question, who are the three people that you have the most respect for and why?

CLOSE

CONTROL SEGMENT:

You've done really well! I appreciate you taking the time and energy to share your thoughts and comments with me. This has been a very fruitful conversation. Thank you.

We're just about done, just want to cover a couple quick topics with you that will make our working relationship smooth and progressive.

(The 4 Trade-Offs)

- **No Surprises/Honesty:** First thing I'd like to cover is Updates. If things change, if there's new information, if you want to turn the heat up, if you want to turn down the heat down, if your responsibilities changes, just call or email me, just stay in touch. So far so good?
- **No Chasing/Immediate Feedback:** Second area is Feedback. Things are always very time sensitive around here. When we hear about a new opportunity that we feel is right for you; when we setup an Interview for you; when we gather new information from the company we feel you should know about... We want you to get back in touch with us quickly so we can receive your feedback. What are your thoughts about that?
- **Decisive:** Third area is decisiveness. We don't mind hearing, Yes; we really don't mind hearing, No. The challenge comes when we hear, Maybe. What that means to us is that we've somehow dropped the ball and not provided enough information so you can decide if it's worth perusing further. What we ask is that you let us know what you need to know to make a decision on whether it should go to the next step at any given stage of the process. What are your thoughts about that?

- Good People: Lastly, you're in a position to help me if you choose to. Our feeling is that good people know good people. Personally, I think you're sharp and have a lot to bring to the table. We believe that sharp people associate with other sharp people. As a firm, we're interested in working with two different types of people. The first is someone who's sharp and is actively looking to make a change. The other is someone who's sharp and is not actively looking to make a change but may take a long-term approach and want to know about a sharp Recruiter in their field. My question to you is, if you feel this has been a fruitful process, walking through your recent history and determining what you'd like to do next in your career process, is there someone you'd recommend to us that you feel would also welcome walking through this process with us? Is there someone you're aware that would appreciate a quiet and discreet phone call from us to help them find the next step in their career path? If so, who comes to mind? (Upon receiving referrals, probe deeply for uniqueness and excellence in skill. Get enough to make a credible human link; Name, title, company, telephone number, email address, etc.)

What do you like about (this person), what have they done that gives you the impression they're sharp?

REBUTTALS

Let me slow down here a minute because this is important for you and I, as we work closely together in the future. I've been in the business long enough to know that the response I just heard is a result of someone being uncomfortable. Let's put that away for a minute. It's important for us to act as a team, to be comfortable working together. May I ask what makes you uncomfortable in sharing names w/ me?

Will you use my name? Selfishly, our policy is not to mention referral names. When asked, we say: "I can't tell you who referred you, but I can tell you why. The person who referred me to you is currently working with us to get over a career log jam they're experiencing in their company. If you were to have an interest in keeping abreast of situations potentially stronger than your current assignment, we'd offer you the same confidentiality." Besides, if our training and approach required that we mention someone's name to be effective and we were then asked not to mention your name, we're stuck. We've just simply made the decision not to mention names. Does that make sense? What are your thoughts? So, who do you know?