



"The Emergency Deal Closing Checklist"

From Gary Stauble



Emergency Deal Closing Checklist

Once you make the offer, the candidate will no longer share information with you and has no incentive to do so. Therefore, you must not extend an offer without a verbal commitment. This checklist can be used in the heat of the deal to ensure you cover the relevant hot button issues.

For the candidate:

1. Get leverage: Get the candidate to go over benefits of the new job. Get him to review original reasons (wounds) for making a change.
2. Is the candidate aware that the client has other interviews in process?
3. Ask, *"On what day will you start?"*
4. Pull it away: *"Maybe it's not the right opportunity for you at this time, should we tell them you're not interested?"*
5. Pre-close 24-hour decision time; *"At the time of the offer, I'm going to ask you to make a decision on it within 24 hours..."*
6. Ask, *"Are there any conditions, circumstances or relationships that could interfere with you accepting this offer?"*
7. Humble them, *"My sense is that they're seeing a good crop of high-level candidates. What have you done that would cause you to stand out amongst your peers?"*
8. Counteroffer covered? Re-covered?
9. If you can't reach the references, have the candidate call them himself.
10. Ask, *"Do you have any hesitations about the opportunity?"*



11. Ask, *"Do you have any hesitations about the people?"*
12. Ask, *"Do you have any hesitations about the company?"*
13. Ask, *"On a scale of 1-10, how would you rate this opportunity? What needs to happen to make it a 10?"*
14. Ask, *"What does your gut tell you regarding this opportunity?"*
15. Ask, *"Is there anything that we have not discussed that could prevent you from accepting this offer?"*
16. Ask, *"Is there anything that we have not discussed that you feel hesitant about regarding this position?"*
17. Coach the client on the candidate's wish list and get the client to call the candidate and *sell* the opportunity.
18. Send the candidate to a less attractive company.
19. Have another person you placed at the same company call the candidate.
20. Wrap up loose ends: If appropriate, call and gently close the spouse. Have a realtor or chamber of commerce assist with information.

ABOUT THE AUTHOR

Gary Stauble is the Principal Consultant for The Recruiting Lab, a Consulting Company that provides Recruiting Professionals the Training, Tools, and Support to make More Placements with Less Effort. Gary offers several Free Resources on his website at www.therecruitinglab.com.

