GLOBAL PERFORMANCE COACHING
Transcending Potential Worldwide



# Daily Structure for Maximum Effectiveness

**Planning:** 4:30pm on the previous day

! Define the specific position you will be recruiting for
! Get a Job Description and 18pt Job Order form from AE
! Fully understand the position, company and compensation
! Fully understand potential titles and key words to look for
! Create a Rollup List in PCR
! Do PCR internal database search
a. Candidates
b. Companies to pull from
! Do external database search- Monster, CareerBuilder, HotJobs, ZoomInfo a. Candidates
b. Companies to pull from
! Do Networking site search- LinkedIn, association websites, wink.com, etc.
a. Candidates
! Write a very compelling recruiting script (great intro, benefits, sell, close) ! Write a very compelling recruiting e-mail
! Write a very compelling recruiting voicemail message
! Have the profile of a job written to e-mail to a candidate
! Create email roll-up and send email out to COI (Circle of Influence) in market

**Hot Calls** (9:00 – 9:30am)

! Closes and Pre Closes – Candidates and Hiring Managers ! Presenting Candidates to Hiring Managers
! Scheduling Final Interviews

**Marketing Power Hours:** (9:30am to 11:00am)

! Pull up PCR, Zoom Info and Google in separate screen to go over. Use accordingly.

! Start with marketing calls to low hanging fruit first – Job Postings on boards and websites and calling into existing accounts. First call at 9:00am.
! Continue marketing with a goal of 10 presentations per day (in the morning)
! Each call goal to be
! Get a second out for MPC
! Get an alternate Job Order (Tell me about your other critical openings at this time?) ! Get business information and create a long term relationship
! Get a idea of what there dream candidate looks like.
! When there is interest in your MPC or an Alternate job order – completely fill out the 18pt ISA ! Bridge to an ROI call (We need to analyze the job, the salary requirements, our work load and the potential for fulfillment in order to give you a fair ROI)
! Fill out job order matrix with manager

**Recruiting Calls:** 1:00pm-4:00pm

! Pull up Rollup List in PCR
! Start with the candidates that are the closest match
! Goal of at least 10 presentations, 3 CDS's and 2 QC's per day.
! Goal of each recruiting call is:
    ! Get referrals first
    ! Get their interest second
    ! Get information about them, their company and their industry third
    ! Get an idea of their next dream job before the call ends
! When candidates show interest, fill out a CDS Short Form
! Input into PCR
! Get a resume sent to you and schedule a follow-up call for CDS Long Form
! Input resume into PCR once it's received
! Set expectations with the candidate on how the relationship will work
! Address the issues of a counter offer
! If the candidate is a direct fit, fill out a Highlight Sheet and send it to the AE (send the Highlight Sheet, CDS and resume)
! Have the candidate change the resume if necessary

**Taking the Candidate Through the Hiring Process:**

! Prep the candidate with the AE before each interview ! Debrief the candidate with the AE after each interview ! Address the issues of a counter offer with the candidate
! Get the ability to accept an offer on the candidate's behalf ! Re-qualify the candidate at each step in the process