

Reference Script:

Hi, this is _____ I am calling on behalf of _____ he/she put your name down as a personal reference with our company and we are required to call all references.(Or please call me back when you have a couple minutes...say name and number trice!) Do you have time for a few questions?

Great, Thank you,

How long have you known _____?

We are as interested in a persons character as we are their resume. You can not teach character. So...

How would your rate _____ on a scale of 1-10 with.....

Honesty _____

And ethics _____ Thank you,

Do you know _____ well enough to say if he/she is organized and someone who follows instructions well? _____ ***This question seems out of place.....use it! They may stumble on it but it opens them up!***

We are a Financial Services Firm in the DTC and _____ will be in a very intense training program for the next several weeks with us to achieve a 40% pay increase.

So, do you feel with the proper training _____ would do well handling other peoples money? _____

_____ is required to witness 10 training appointments simply showing someone what we do, that takes 20 minutes.

(Be very curious sounding) It sounds like you have a very high regard for _____ I'm curious, would you be willing to help her/him with one of these? ***Wait for Response***

Sure, I am very busy.....We can be very flexible to help _____ get this accomplished, we can briefly meet anywhere, Restaurant, your location, evenings, weekends. Preferably somewhere quit for 20 minutes to help make things easy. ***Starbucks is too loud!***

Well I know _____ will appreciate you helping him/her. So, what is your availability? _____ What location would you prefer, our office or a place of your choice?

Thank you for your time answering these, it sounds like _____ is going to be a good fit for our company. I will let him/her know you are willing to help with their promotion.

See you on _____ at _____ .

Our office manager will send out a reminder. Would you prefer a text, email or call? **Verify number, email.....**

Perfect, have a good day.

If this is someone who has been in the business for awhile and people know that, tailor the script for just the promotion piece.

_____ is going to be in a aggressive training program to have their own agency.