

Candidate Submittal & Retention Strategy

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title]

Candidate Overview

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After a thorough screening, they possess the exact technical requirements and cultural alignment we discussed.

Flight Risk Assessment

Please note that this candidate is currently categorized as a **High Flight Risk** from their current employer due to the following factors:

- [Factor 1: e.g., Pending acquisition of current company]
- [Factor 2: e.g., Stagnant career path/lack of promotion]
- [Factor 3: e.g., Below-market compensation]

Interview & Closing Strategy

To ensure we successfully secure this talent and mitigate the risk of a counter-offer, I recommend the following strategy:

- **Speed to Hire:** Move to final interviews within [Number] days to capitalize on their current dissatisfaction.
- **Value Proposition:** Emphasize our [Specific Perk/Benefit] as it addresses their primary pain point of [Pain Point].
- **Compensation:** Structure the offer with a sign-on bonus or aggressive base salary to discourage them from accepting a counter-offer from their current firm.
- **Direct Access:** Arrange a 15-minute informal call with [Senior Leader Name] to build a personal connection early in the process.

Please let me know your availability to interview [Candidate Name] by [Time/Date].

Best Regards,

[Your Name]
[Your Title]