

# EXECUTIVE SEARCH

An executive search campaign is a tailored recruitment methodology designed to identify attract and recruit senior or specialised talent.

## OUR PROCESS CONSISTS OF THE FOLLOWING STEPS:

### ● STEP 1: INITIAL CLIENT MEETING

We would meet with the client to outline the search requirements, timelines, future organizational strategy and mission, and get an idea of corporate culture.

### ✓ STEP 2: DEEPER CLIENT ANALYSIS

We would conduct detailed research to gain a more thorough analysis of the hiring company, identifying key opportunities for the new hire and defining a candidate profile that fits into the corporate culture and organizational structure - often this stage includes meeting key executives at the hiring organization. Following this process, we will create a compelling executive job profile which will be used to match to potential candidates.

### ✓ STEP 3: SEARCH STRATEGY

This stage will include a deeper analysis of the market, outlining key companies we wish to research for executive talent, and documenting all avenues that will be exploited in order to gain access to the top talent in the marketplace. The research tools that form part of the search strategy will often include our own database, previously conducted market analysis, alternative internet sources such as social networks, and of course, our own network and contacts. We would create a list of target organisations where the potential candidates may work and gain agreement with the client.

### ✓ STEP 4: NAME GENERATION & CANDIDATE IDENTIFICATION

We will then identify potentially relevant individuals within these organisations, typically 100+ in number and begin qualifying the potential targets with the client.

### ● STEP 9: ONBOARDING AND INTEGRATION

Finally we will assist with the integration (onboarding) of the successful candidate into the workplace - the degree of involvement varies depending on the wishes of HR and agreements made earlier in the search process.

### ^ STEP 8: OFFER AND NEGOTIATION

After a series of interviews and consideration of external references, the client will select their preferred candidate and the process of salary and offer negotiation will commence. Often we will act as a mediator in this process to ensure both parties' needs are being met.

### ^ STEP 7: NARROW TO 3-5, THOROUGH REFERENCING

Following meetings at the previous stage, the client will work with the search consultants to narrow the candidate shortlist to just 3-5 potential executives. At this stage we will begin thorough reference checks and provide final thoughts on strengths and weaknesses about each candidate.

### ^ STEP 6: BASIC REFERENCING, PRESENT SHORT LIST TO THE CLIENT

Before any candidate is presented to the client, we will complete basic background checking to verify their qualifications and career background. Provided there are no problems (modifications if there are) the shortlist will be presented to the client.

### ^ STEP 5: APPROACH, QUALIFY AND INTERVIEW TO CREATE A SHORT LIST

A series of internal meetings will continue throughout the candidate identification process and the number of potential candidates will be reduced to 10 at most. This shortlist is achieved through detailed interviews that discuss the specifics of the job, and explore the candidates' background, competencies and interest in the role.