

STEP
01

NEEDS ANALYSIS - GAIN UNDERSTANDING

- Qualifications - required vs. desired
- Why the role is open and agree on how to position to the marketplace (including if the search needs to be kept confidential)
- Expectations, responsibilities, and critical success factors of position
- Compensation package; consult on industry competitiveness
- Client interview process - consult on efficiency to ensure candidates are not lost due to timing

STEP
02

CRAFT A COMPELLING EMPLOYMENT VALUE PROPOSITION

- Strategize how to get the best candidates excited by the opportunity
- Client knows how they are being represented in the marketplace



STEP
03

RESEARCH TARGET COMPANIES AND CANDIDATES

- Identify companies with viable candidates
- Leverage existing network and search for new candidates that would be center of the bullseye

STEP
04

CANDIDATE ACQUISITION PROCESS

- Execute on research plan, persistently reaching out to prospective candidates using every means of communication possible (phone, text, email, social media)
- Proactively source from direct competitors, uncovering passive candidates who are not actively looking
- Engage candidates and develop relationships to gain trust
- In-depth candidate interview - understand candidate's background, accomplishments, personality, compensation, motivation for change, and goals for their career
- Assess potential match for client's opportunity, and just as critical, potential cultural fit with the client company and hiring manager
- If candidate is a good fit for the role & it would represent a positive step in their career, confirm their interest in exploring.

STEP
05

PRESENT QUALIFIED & INTERESTED CANDIDATES TO CLIENT

- Strengths & weaknesses, specifically identifying why they are a potential fit
- Course-correct as necessary, tightening up our sights based on client feedback

STEP
06

SCHEDULE INTERVIEWS, AND ENSURE BOTH SIDES ARE WELL PREPARED

- Candidates - ensure they have done their research, and already have basic understanding of the role so that interview is more productive
- Clients - share details on candidate's career goals, compensation, and reasons for past job changes and potentially making a change now

STEP
07

DEBRIEF AFTER EACH INTERVIEW

- Candidates - uncover potential concerns or red flags, and understand other opportunities they are considering, timing of other interview processes, and where client's opportunity ranks
- Clients - understand what they liked about candidates, any potential concerns or areas where more information is required; course correct for future recruiting efforts as needed
- Move forward with short list; professionally release the rest



STEP
08

REFERENCE CHECKS

- We will perform and provide detailed feedback to the client, or simply provide contact information for references to client if they want to speak to them personally.

STEP
09

OFFER STAGE

- Consult on the counteroffer issue throughout
- Make verbal offer to candidate and attain firm acceptance - ensure any negotiations are done prior to official generation of written offer
- Confirm acceptance of written offer

STEP
10

RESIGNATION, START, FOLLOW UP

- Coach candidate on resignation, then follow up to ensure timely start date
- Assist with any onboarding activities; provide free relocation assistance as needed
- Follow up with client and new hire once on board to ensure everything is going to plan and expectations are exceeded