

Our Five Steps to Success

The paragraphs below briefly describe the basic steps involved in conducting an executive search.

Step One: Understanding Our Client's Needs

Before undertaking a comprehensive search, we meet in person with you for an extensive and thorough consultation to seek knowledge and understanding of your organization's culture and vision. This enables us to determine your specific needs, and then factor the qualities of leadership necessary to build the optimal position description, achieve your vision, and complete a successful candidate search. We feel constant communication with our clients, and the ability to identify the specific qualities and characteristics necessary, are critical for the eventual candidate's success.

Step Two: Researching & Targeting Candidates

For each project, we create original, customized research to identify potential candidates who have demonstrated patterns of excellence in areas that match your criteria. Our multi-faceted, innovative approach to attracting the right candidates utilizes many resources, including databases of individuals, organizations, and other trusted sources that are collected, tracked, and continually updated. This process is designed to yield a number of qualified candidates to evaluate competitively against each other. We then thoroughly interview the best candidates to determine their key competencies measured against your position specifications and the potential chemistry that will best fit within your organizational culture.

Step Three: Narrowing the Field & Presenting the Best

Your decision makers or search committee will be presented with detailed profiles of the candidates we feel should advance in the search process. Our candidate recommendation portfolios include comprehensive resumes and verification of educational credentials, without compromising candidate confidentiality. Next, we facilitate your meetings with the individuals you select as best prospects, and then contact both parties immediately after the interviews for timely feedback. We feel it is imperative for success that we stay in close communication with your team to continue evaluating the candidates and advise you on various employment issues throughout every stage of the process.

Step Four: Validating Your Choice & Checking References

Once the final candidate or short list of candidates is selected we conduct thorough and detailed reference checking. To protect our candidates' confidentiality, complete reference checks are performed only after you express strong interest in a particular individual. You can be assured the intensity of questioning we do will give you as much peace of mind in your selection as possible. We talk directly with the people who can evaluate the candidate's performance best – those with direct knowledge and insight regarding the candidate's leadership abilities, integrity, competence, achievements, and personal characteristics.

Step Five: The Final Choice, Negotiating & Extending the Offer

Now that you have the comprehensive information and assurance of the best possible candidate, the final step is ultimately in your hands. However, we can often play an important role by bringing the two parties together. This is accomplished by continuing to support and advise you, as well as assisting with any final details including negotiation of employment terms with the candidate, upon your request. Our commitment to the art of excellent client service extends beyond conclusion of the hiring process, as we stay in touch to provide follow-up consultation and evaluation, to garner feedback, and to ensure that you are completely satisfied with the results.