



Our Process

Understanding YOU our Client

With our leadership team having over 20 years running organizations, with revenues well over \$300 Million (USD) and nearly 2 decades of executive search we know that one of the most important parts of the process is to get to know YOU, our client. This is important, in fact critical for several reasons:

- We want to be your best “sales team” to promote your organization. Even if a contact of ours is not interested or not the right fit we want to leave them with the best possible impression of YOU our client.
- A poor presentation by a search firm can cost our Client in the market place.
- We have been successful for many reasons. One of the most important reasons has been our ability to be relied upon by all parties—the client and the candidate. Both view us as a “business partner” and rely upon us for critical consultation.

Initial Steps

We approach each client search the same; whether it’s our first engagement or our 10th engagement with them. It begins with asking enlightened questions that are, at times, difficult and hard hitting.

Except in the situation where our Search Engagement is confidential to other employees in the organization, we will want to interview a limited number of employees and/or Board members to get as good a sense of the environment, challenges and culture of the organization as possible.

For a new client, we will often speak to competitors and customers to better understand the over-all business environment.

Once completed (often in parallel) we will jointly develop a “Needs Assessment” report that will detail everything possible about the position. This is far more in depth than the typical internal “job requisition” that many organizations use. It will require time on YOUR part and others in the organization to ensure completeness of the Needs Assessment. We promise it will be time well spent.

A “Competency Model” of an “ideal” candidate will be developed and approved by both parties. We will develop a list of targeted companies to approach and discuss these in detail with you.

Contact us today: 303-267-0600
Consultants in Executive Search & Human Capital Formation



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Conducting the Search

Yes, we have a proprietary data base of over 130,000 names and over 80,000 resumes that provide a network of talented candidates. But every search is specific and requires targeted research to uncover an ever-changing pool of quality candidates. We don't work from a stagnant database or an overused job board. We are constantly conducting research to keep our database full of new and fresh names from which we evaluate the top professionals for your opportunity.

Networking is key to finding top talent and the market intelligence crucial to a successful search. Once we find a potential candidate we will begin our interview process on the phone and move to face to face and/or video conferencing of the best candidates—always keeping YOU apprised of our status.

Client and Candidate preparation prior to an interview and subsequent de-briefing with both is critical to the success of our search and we ask that you take the time to spend with us in that debriefing call. We instruct all of our candidates to call us within 3 hours of an interview. We need YOU our client to commit to the same thing. Without that quick feedback we find that people will tend to forget or begin reading more or less into something that was said, and over the course of time, something that was minor is suddenly a major issue.

Offer Presentation and Negotiation

Offer presentation and negotiation with the chosen candidate. Counter-offer consultation with both the Candidate and the Client. This is a critical and often an, overlooked step in the process. We can attribute a great deal of the success we have experienced to the fact that we stay actively involved in order to ensure that the chosen candidate accepts the position, resigns from their current company and remains enthusiastic through the scheduled start date. Even with the best of candidates and the best of opportunities, there is always a considerable amount of stress and emotional baggage that comes with a career change. It is our job to understand this and assist all parties in making a successful transition.

Reporting

Weekly Search Report showing status of the search. When required, information for your EEOC reporting will be provided.

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