

The Search Process

CONSULTATION WITH THE CLIENT

Analysis – Prior to accepting an assignment, we conduct a needs analysis to ensure that

(1) search is the logical solution.

(2) and the parameters of the assignment are reasonable & therefore a high completion probability exists.

Corporate/Position Assignment Review – Develop and gather the following information:

- Global overview of the position
- Complete job description
- Corporate and position intangibles
- Ideal candidate description
- Position opportunity overview
- Expectations for the individual and/or position, abilities required
- Years of specific experience required in terms of quantitative data or objectives
- Determine time line

Position Profile – Prepare a proposed draft of a document summarizing the client's company and organization that clearly defines key elements of the position and specifies the ideal candidate profile.

RESEARCH/CANDIDATE IDENTIFICATION

Candidate identification is conducted using desk research, our contact base and direct contacts nationwide. We identify the top individuals in the industry that are considered to be the best in their field, regardless of their employment status.

CONTACT & EVALUATION

Contact – We complete a series of in-depth interviews with viable candidates to determine their individual interest in pursuing client's opportunity. Our screening process pinpoints each individual's qualifications, motivations and conformity to the position and organization.

Evaluation – Candidates are subjected to three levels of evaluation prior to presenting them to the client.

- Exploration of initial interest, professional qualification and compensation
- In-depth interview to explore position match and candidate's reasons for considering the challenge
- Conduct reference checks to explore the personality constructs and management capacity of the individual, matching this information from confidential references
- Confirm financial feasibility

PRESENT CANDIDATE(S) & DOCUMENTS TO CLIENT

After we have completed our evaluations on the various candidates, we provide a summary of our assessments and discuss in detail the candidates' backgrounds through resumes, candidate profiles and references.

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THE INTERVIEW

We coordinate mutually convenient interviews for client and selected candidates and assist both parties throughout the process to ensure a mutually beneficial meeting.

- Pre-interview consultation with manager/hiring authority
- Prepare candidate by advising them on how to effectively utilize time with client to provide a synopsis of how their talents and track records conform to the needs of the client's position and organization
- Consult with manager/hiring authority and review results of interviews during all stages of the hiring cycle
- Debrief candidates

FINAL SELECTION & TERMS NEGOTIATION

After the client selects the top candidate, we assist in the terms compilation and offer extension and assist in reaching agreement on the other areas necessary to successfully complete the search. Our participation in this process raises the likelihood that the extension of your terms is a formality. We advocate the formal extension of an offer only when we are certain that it will be accepted.

CANDIDATE RESIGNATION

We assist the candidate in his or her resignation by providing essential information and advice through regular contact. Our close involvement during this delicate time promotes a timely resignation and reduces the threat of potential counteroffer consideration.

RELOCATION

We utilize all available resources to help the candidate and his or her family look favorably at the new community. We provide detailed information about cost of living and other areas of interest such as schools and community activities. When requested, we secure a Realtor that serves as a welcoming committee to the new community.

FOLLOW-UP

By investing in MAI to fill your staffing needs, you benefit from our entire dynamic organization. After the conclusion of your assignment, we act as a consultant by staying in contact with both you and your new employee. Our involvement insures a continued positive relationship between all parties.

MANAGEMENT *advisors*

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