

Our Search Process

Many people think Recruiters just scan the job boards or randomly make phone calls until they get lucky and find a possible candidate. If that's the process your Recruiter is using, you need a new Recruiter! Besides, finding people isn't the hard part. The hard part is finding the RIGHT candidate and delivering them to you.

Our search process uses 3 distinct phases to accomplish our goal of filling your position:

PHASE ONE – THE SEARCH PHASE

- Get complete descriptions of the duties to be performed, including the top priorities in the first 6 to 12 months, and determine the key problems you are trying to solve with this hire to ensure the person can hit the ground running on day one.
- Get a description of the company's environment and culture to make sure there is a fit with the existing team.
- Begin a search of our database of current candidates.
- Network with our proprietary list of contacts to identify and recruit qualified candidates.
- Review candidates resumes against the information obtained from the client
- Present a short list of the best candidates to the client (usually 3 or 4)
- Prep the client on interviewing the candidate by identifying key issues and motivations of the candidates.
- Coordinate interviews.
- Debrief both parties after the interview and provide feedback.

PHASE TWO – THE OFFER PHASE

- Confirm that both the candidate and the client are interested in moving forward.
- Complete reference check (if client requests it).
- Help client prepare an offer for verbal presentation.
- Gain verbal acceptance of offer from candidate.
- Present the final offer to the candidate and receive official acceptance with signature from candidate (we have a success rate of over 90%).
- Confirm with candidate the start date of the new job, date of resignation from current employer, and last day at current job.

PHASE THREE – THE TRANSITION PHASE

- Coach the candidate on resigning, and possible responses by their employer
- Coach the candidate on preparing for, and declining a counter offer.
- Update client on current status and milestones reached with candidate during the transition stage.
- Arrange for client to keep in touch with candidate during transition
- Confirm candidate start date and time
- Follow up regularly with the candidate for the first year to preserve the client's investment.