

**Search and Recruitment**  
**Staff Consulting**  
**Outplacement**  
**Temporary Placement**  
**Employee Profiling**

## A SEARCH FIRM DEDICATED TO MEASURABLE RESULTS

Our goal is to fill openings in a timely and effective manner. It is unique to find an entire recruiting organization that is specific to one industry. This office has been designed to simplify your search and selection process. There are several basic elements that make this process successful:

### COMMUNICATIONS

One team member responsibly giving you progress reports on a regular basis.

### SPEED

A dedicated team working together producing superior results over that of an independent recruiter.

### QUALITY

All candidates are first submitted to the team for approval prior to being introduced to the client.

### THOROUGHNESS

Our search process is honest, ethical and is constantly reviewed and checked to insure that the search remains on target.

## FILLING A POSITION REQUIRES COMMITMENT ON BOTH SIDES. WHAT DO WE REQUIRE OF OUR CLIENTS?

### Level of authority

We must have contact with any and all decision makers involved in the filling of the position.

### Accuracy of the job description

Proper time management is the key to all effective recruiting. Properly presenting the position, your company and the process will produce candidates that are more accurately profiled and better qualified for the position.

### Timely response

We know filling positions is not the only thing you do: that is one of the reasons why you hired us. However, it is all we do all day, and your response determines your position's level of urgency.

### Exclusivity

If you are currently using other means to fill your position, you may be hindering more than helping your efforts. Ask us why.

## WHAT ARE OUR FEES?

That depends. We recognize that all of our clients are unique. Our range of fees are tailored to conducting a search quickly, effectively and at the best value to our clients.

### Fee

\*25%-33% of placement's first year earnings with a minimum fee of \$12,000. \*(based on number of positions, type of search, candidate demand, etc.)

## THREE WAYS OF DOING A SEARCH:

### Retainer

If your search qualifies, this is the quickest and most economical way of getting your position filled. We guarantee full dedication of resources to filling the position.

### Engagement Fee

A small deposit that will guarantee qualified candidates to be interviewed for the position or the deposit is returned.

### Contingency

This is a more traditional fee arrangement for positions that do not necessarily require dedicated resources or time. However, the high quality and standards of the search and recruitment process remain the same.

## THE SEARCH PROCESS

### Preplanning

- Understand company culture
- Conduct needs analysis

### Research

#### Conduct Search

- Contact and screen candidates
- Profile candidates
- Recruit qualified candidates
- Reference check

#### Candidate Presentation

- Schedule interviews
- Meet with candidates
  - Debrief and re-qualify commitment
  - Cover counteroffer
  - Consult with spouse
- Meet with client
  - Discuss results of interview
  - Determine next step

#### Follow Up

- Close candidate and spouse

#### Negotiate Offer

- Act as mediator
- Facilitate acceptance
- Establish start date

#### Transition Assistance

- Prep candidate to resign
- Coordinate relocation as needed

#### Maintain Relationships

- With candidate
- With client