



# 13-Step Process to Successful Search

Below is our 13-step process, which we adapt based on your specific requirements.

## 1. **Begin Needs Assessment**

ERG will work with your team to fully document information to ensure that our team has all the information to find the best candidates for your organization – both technically and culturally.

## 2. **Search and Recruitment Assignment**

We evaluate the feasibility of completing the search according to your timeframe, criteria and salary guidelines and prepare a confirmation document for your approval, outlining expectations and deliverables.

## 3. **Approve Specification and Search Strategy**

After incorporating any changes as a result of the specification review, ERG presents the detailed search strategy based on organization's culture and leadership style, geography and business climate.

## 4. **Complete Search Plan**

We analyze market conditions and interview industry opinion leaders, utilizing the skills and expertise of the ERG team of dedicated researchers. From this data, a list of target companies is created where the ideal candidate may reside and then a list of potential candidates within those companies is created. Using a uniquely cultivated search methodology, ERG creates a portfolio of top candidates. An extensive ERG talent pool, substantial database and large referral network allow searches to be completed in a timely fashion.

## 5. **Candidate Interviews**

We interview and screen potential candidates based on the client's criteria including credentials, competencies, experience, personality, cultural fit, salary and availability of relocation if necessary. An ERG Managing Director or Principal conducts a second candidate interview to assess capabilities, chemistry and overall fit. The candidate list is then narrowed to the most qualified, which are presented.

## 6. **Complete Initial Slate**

This is the phase where each candidate considered for the slate will be fully evaluated. Each candidate must complete homework which includes specification of their career objectives, wants, don't wants, strengths, weaknesses, history of performance and references. We will also conduct in-depth criminal background checks if desired by our clients.

## 7. **Slate Presentation Meeting – Executive Summary**

Only the most highly qualified candidates will be presented. A formal presentation of candidates will include current resume accompanied by a candidate profile, qualifications, scorecard and other pertinent information gathered during the search process. Salary and earnings information also will be included. The ERG team will support the process by presenting an overview of each candidate.

## 8. **Complete Slate Review**

This step allows time for your team to fully review the candidates presented. Initial interviews are scheduled through ERG and questions regarding candidate's motivations or qualifications are addressed at this time.

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## **9. Start Interviews**

ERG will handle the logistics of candidate interview scheduling for you. At the completion of each interview, ERG will debrief both the candidate and the interviewers to determine reaction and fit. This debrief is a formal but quick process with specific questions asked. This provides a very good assessment of whether or not the candidate should continue in the process.

## **10. Complete Interviews**

This process may include phone interviews, face-to-face interviews and multiple interviews often involving several people. Reaching this stage notes the end of the process resulting in the identification of one or more key candidates from which a final selection is made. In the event this stage is reached and no candidates are deemed acceptable, ERG will continue to source additional candidates based on information learned from the preceding process.

## **11. Final Reference Checks**

Once a candidate has reached the final stages of the interview process, ERG will conduct thorough reference checks and verify education. Typically, ERG consultants prefer to speak with former managers, former co-workers and former direct reports in order to get an accurate representation of the candidate. This information is presented in the form of a reference check report.

## **12. Offer of Employment**

Once the ideal candidate is identified, your ERG consultants will begin the offer process. This includes helping mediate salary and other compensation (if not completed prior), start date, relocation and benefits. The consultants also help the candidates follow through on resigning and dealing with counteroffers. Close contact is maintained with the candidates to work through this stressful period in order to prevent a change of mind from the candidate who has the offer.

## **13. Commence Employment**

Even after the candidate has commenced his or her new role, ERG maintains communication to assure that both you and the candidate are satisfied with the decision.



**We listen. We build relationships. We deliver talent.**