

Search Process

Stage 1 - Initialize the search

Step 1: Develop client dialogue

Open discussion to discuss broad based items such as the competitive landscape, organizational structure and the corporate culture. Discover and define specific needs and criteria (position requirements, roles & responsibilities, benefits and compensation). After this appraisal, together we will ascertain a realistic time frame for interviewing as well as hiring.

Step 2: Brief the Brethet, Barnum team

The members of the search team are up dated of the objectives and details of the search project.

Step 3: Create our search strategy

Create a profile of the type of candidate that would be a fit for this position. Compile a targeted list; brainstorming within office, networking with industry contacts, and database search.

Stage 2 - Implement the search; active recruiting

Step 1: Identify potential candidates

Search team actively contacts targeted source list.

Step 2: Interview and screen candidates

Assess personality, motivations, experience and career objectives. Qualify achievements based upon requirements. When possible, assess by industry reputation.

Step 3: Establish mutual interest and compatibility

Communicate to the candidates the needs, culture and organizational fit of the client company. Assess where the fit is ideal, and where there may be potential areas of concern.

Stage 3 - Candidate selection

Step 1: Candidate presentation

Provide a shortlist of qualified candidates, providing insights into background, motivation and personality. Decide with the client, based on careful assessment, which candidates will be interviewed.

Step 2: Client/candidate interviews

Coordinate and schedule all of the interviews. Debrief the candidate after each interview, answering any concerns or problems. Debrief employer to assess the candidates' strength, weaknesses or any concerns. This careful monitoring of the process will help to uncover and resolve potential problems before they happen. It will also uncover if we need to modify the search.

Step 3: Pre-offer preparation

Select the final candidate and set the stage for acceptance. Re-confirm compensation criteria, revisit counteroffer and start date availability. Provide and coordinate necessary information required for negotiating an acceptable offer. Reconcile any differences and confirm commitment to opportunity to ensure extended offer will result in acceptance. Without extending the offer, establish pre-acceptance of all the terms within the offer.

Stage 4 - Extension and closure of offer

Step 1: Offer presentation

Present components of offer inclusive of compensation, benefits, title, reporting structure, and start-date.

Step 2: Negotiation

Keep both client's and candidate's best interest in mind, and secure final agreement of terms.

Step 3: Formal acceptance of offer

Obtain signed offer letter. Assist and manage candidate through the resignation. Prepare them for the logistical side of the process including written and verbal notice, counteroffer avoidance. Prepare for the often unexpected emotional aspect of the resignation.

Step 4: Follow-up

Track progress of resignation right through to successful integration with new company. Check in from time to time with both employer and employee.