

## 10 STEP SEARCH PROCESS

# Applying a robust approach



Weekly reporting and regular steering calls

Elevate your hiring outcomes with us

# 10 STEP SEARCH PROCESS



## 1 Client meeting

To discuss your requirements at a headline level, your strategic business objectives, goals and plans, what you want someone to make happen, timelines and to develop an idea of your company culture.

To agree on parameters for the search and the terms of business.



## 2 Briefing and ToB

A comprehensive briefing with all key stakeholders to develop a more thorough understanding of the remit, candidate profile and similarly from a candidates' perspective how will your opportunity appeal to the right candidate such as identifying key opportunities for the new executive.

Discussion of potential candidate backgrounds and profiles.

And an agreement to terms of business.



## 3 Situation report

We'll document this in what we call a situation report which will contain detailed information including a company profile, an opportunity overview, role information and responsibilities, and person criteria/profile. And it will include basic details concerning ideal source industry backgrounds where appropriate company types and candidate sources.



## 4 Search strategy

This stage will include a deeper analysis of the market, outlining key industry sectors, key industry niches to be explored and specific companies (hunting ground) in which Robert Tearle Consulting will source the best hire possible and documenting all avenues that will be exploited in order to gain access to the top talent in the marketplace.



## 5 Candidate generation

The process of identifying specific sources and potential target candidates as 'name generation' or 'talent mapping'. After identifying a number of high potential executives (the total addressable relevant market... often 100+), we'll begin qualifying the potential targets and identifying whether they are suitable candidates i.e., focusing the search on the best targets.

# 10 STEP SEARCH PROCESS



## 6 Assessment

Prospective candidates will then be shortlisted on the basis of being Qualified, Interested and Assessed. This shortlist is achieved through detailed interviews that discuss the specifics of the executive job, and explore the candidates' background, competencies and interest in the role.



## 7 Shortlist submission

Interviewing notes will be shared with the client together with a precis of how well a candidate meets the criteria including merits and any concerns. Where appropriate Robert Tearle Consulting will make recommendations.



## 8 Client interviewing

We'll work with you to help with the arrangement of interviews, communication of feedback, where appropriate giving support and guidance.

This is a particularly important state often requiring diplomacy, tact and a balancing act, in which it's critical for us to tune into interest levels both client and candidate side, to keep both parties interest levels warm in what can be a drawn-out process and to show respect, gratitude and courtesy in communicating offers, acceptances and rejections.



## 9 Offer/Accept

In advance of getting to the offer stage, we will have sounded out your parameters and candidates' expectations so that we endeavour to avoid wasting your time nor theirs. Often, we'll act as a mediator in this process to ensure both parties' needs are being met.



## 10 On-Boarding

Finally, although the search has been successfully completed, Robert Tearle Consulting will continue to maintain close ties with you and the newly hired exec to ensure both sides are happy and share any constructive feedback as appropriate.

## 10 STEP SEARCH PROCESS

# A robust and comprehensive approach



### Search strategy

- Determining best hunting ground.
- Deep analysis of the market
- Sources of information and sources
- All relevant source backgrounds inc
- Vertical & horizontal backgrounds
- Key industry sectors & niches.
- Parallel backgrounds.
- Specific target companies (hunting ground)
- 100/200/300+ companies
- Documented



### Candidate generation

- Talent mapping and name generation
- LinkedIn 170M USA, | 29M UK | 11M GDR
- Networking
- Identifying prime candidates
- Direct approaches
- Follow up
- Cross-referencing
- Coverage, focus & persistence are critical



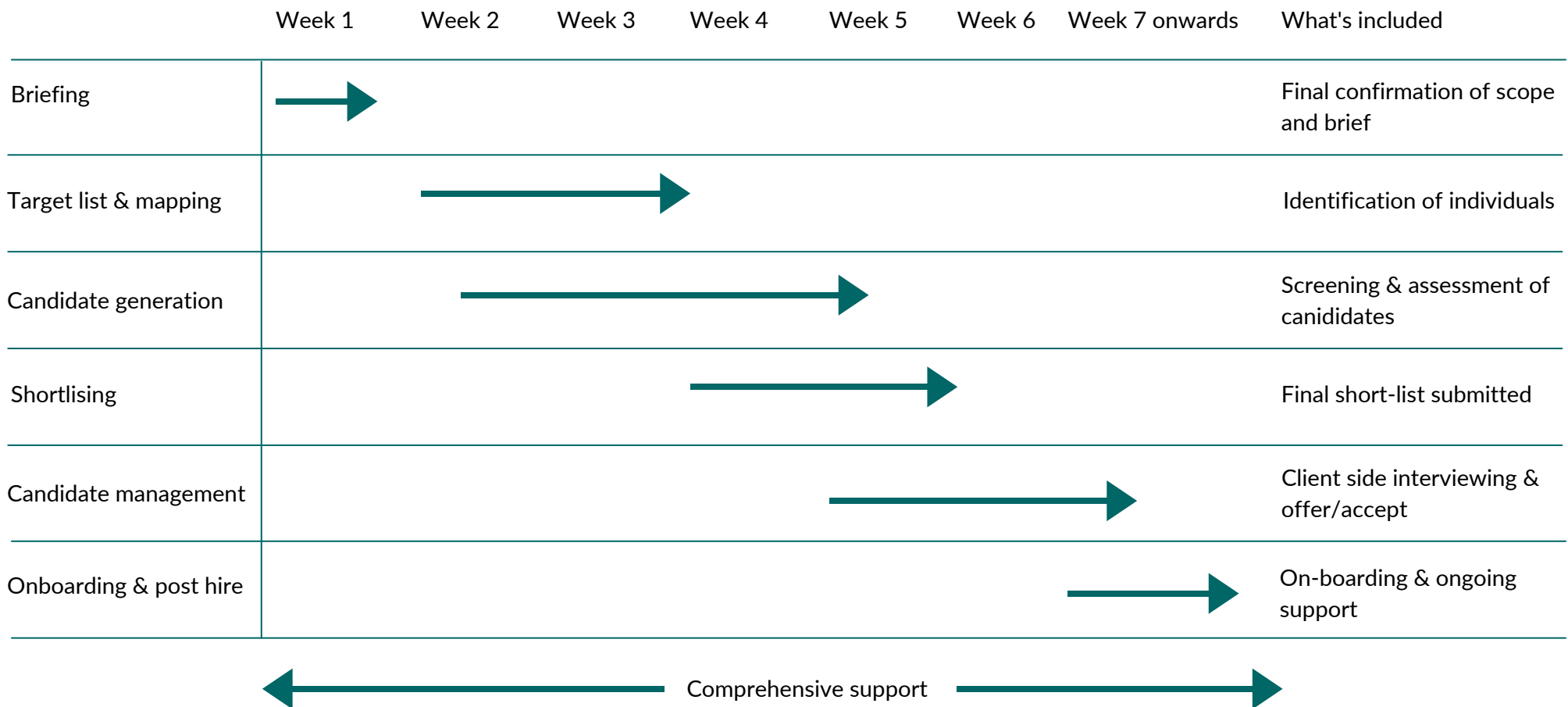
### Assessment

- Breadth of experience/best practice.
- Ability to draw comparisons.
- Numerous conversations/interactions.
- Interpret behaviours/motivations.
- Inferences of CV & LinkedIn profiles.
- Comprehensive interview.
- Continual interactions.

Stages 4 to 6 are the ones requiring the greatest intensity of work.

# TIMELINES OF A TYPICAL SEARCH

Depending on the urgency of the requirement, we can flex timelines to suit the project. However, a typical Search project takes around 4-6 weeks to shortlist.



The whole process is transparent. We share with you every week our progress in a report showing industries, companies and every candidate.

If we're faced with a challenge, we will work with you to re-steer the search accordingly.

Ultimately we'll provide you with a shortlist of people who are qualified, interested and assessed. At the end of which, you will be absolutely confident that you are making your hire from all of the talent available to you at this moment in time.