



Targeted Fit in Professional & Executive Search

THE EXECUTIVE SEARCH PROCESS

OUR APPROACH TO SEARCH

We feel that a major reason for our success and reputation is that we look at the search process through our client's eyes. The partners of the firm bring first-hand knowledge and experience in building winning teams and understand what is required for success. The approach to executive search is characterized by four key elements:

- We approach this process as consultants to our client's management.
- We view our role as a partnership with your company – we are an extension of your team.
- We actively manage the search process and pay close attention to help ensure we are moving the search forward.
- We remain in close contact with the client and candidates throughout the search and view open communications as critical to both the search at hand and to the long-term health of the relationship.

We limit the number of clients in any one industry and through careful selection, we preserve our ability to search & recruit without restriction. Our strategy allows us to reach many more executives who might not be available to larger or more specialized firms - allowing us extensive flexibility in finding the top talent within the marketplace. We provide senior level, retained executive search services to leading companies and take the time to truly understand the complete position specifications - technical skills, educational credentials, culture, chemistry and more when identifying, qualifying and preparing candidates.

The key steps to our process are summarized as follows:

Phase I: Position Profile and Candidate Target Definition

The first step in the search process is to define and gain agreement on the desired background and qualifications of prospective candidates. In carrying out this process, we seek to meet with you and as many other key stakeholders in your organization as you think necessary to ensure that we have a good understanding not only of the type of person we are looking for, but also the goals and objectives of your organization as well as its style and operating environment. We will look for the key technical skills and educational requirements necessary, the social skills necessary for success within the culture of the client's environment as well as the desires and motivations of the candidates. We place a strong emphasis on this phase as it key in setting the direction for the position specifications. Using your specifications and based on our interviews, we then prepare a final position specification that is used as our guiding document for locating qualified candidates. We also use this document to discuss the opportunity with prospective candidates and sources. We review this with you to make certain we are on target and gain final approval on this position profile document.

Phase II: Research

Based on the position profile, we begin the research phase of the search. The goal of research is to identify potential candidates for the position, target organizations where ideal candidates may be located and determine the key sources whose judgment we trust and who we feel will be able to help us identify the highest quality candidates to fill this position. This process is typically 2-4 weeks. During this phase of the search process, we will create and implement a detailed and comprehensive marketing and sourcing campaign -creating a "buzz" about your Company and the opportunity. It is very likely you will receive direct inquiries as a result of our effort from candidates and potential candidates. Those inquiries are should be directed back to us for qualification and comparison to other candidates.

Phase II: Preliminary Candidate Qualification

Once we identify those individuals who appear to be qualified as either sources or potential candidates for the position, we will follow-up with each person and conduct a first level discussion. This will be a fairly exhaustive step. The objective of this step is to find a group of five to seven top individuals who have the qualifications and background to hold the position and who express a preliminary interest in exploring the opportunity.

Phase IV: Review

The team will then meet to discuss and review the background of those five to seven individuals with a goal of determining a reduced list or “short list” for further consideration.

Phase V: Personal Screen Interviews

We will interview each of the people agreed upon in the review meeting with the goal of further narrowing down the field to the most qualified semi-finalists. Based upon our previous experience, we would expect to have three to five candidates still under consideration after the personal screening interviews. For each of the semifinalists, we will prepare a full narrative background describing their education, career histories, the reason for making various job changes along with our personal interview summaries.

Phase VI: Presentation

At this point we will send and review with you our written presentations of the candidates. We will begin to make arrangements for candidates to meet you for initial interviews. We will also arrange whatever additional visits you need to allow you to evaluate candidates and to allow them to understand fully the opportunities and challenges of the position. These interviews should lead to the identification of one final candidate to be pursued and agreement on one or two acceptable backup candidates.

Phase VII: Selection and Reference Checking

After you and the final candidate have expressed a strong interest in each other and you have agreed that you may wish to extend an offer, we will conduct extensive reference checks into the individual’s background. While by this time we may already have done one or two reference checks, we have found it is important not to conduct too many until you have decided that you are truly interested in the candidate. We prefer to wait until an offer is likely as you may at this time have specific questions regarding various areas of a candidate’s background that you would like us to probe more thoroughly.

Phase VIII: Job Offer & On-Boarding

Once the reference checks have been completed and you have decided to make an offer, we provide requested and necessary dialogue and counseling with the candidate to ensure a smooth transition to your organization and a smooth transition from their previous employment.

Phase IX: Other Candidates

Upon the successful conclusion of the search, we will contact all individuals with whom the search was discussed. We will inform them of the outcome and thank them on behalf of your organization and ourselves for their interest in the opportunity or for their willingness to be helpful in recommending candidates. This often overlooked step allows us to maintain and build rapport with those candidates not selected but who have the potential to be considered for some future role within your organization.

The Client's Role

Our experience over the years demonstrates that the most successful search assignments are those in which we and our client work closely together as partners. Accordingly, we would like to share five key areas that we have identified as key success factors that you can make to the recruitment process. While we source, find, recruit, identify and present qualified candidates, the client decides whom to hire. There are several responsibilities which we ask that you undertake to help ensure that our partnership remains strong and successful. These include:

1. To indicate clearly those areas relevant to the search that you wish to keep confidential, and we will make every effort to do so.
2. To provide timely feedback to us regarding the position specification and the background information on candidates.
3. To schedule interviews promptly with candidates, and to relate your findings as soon as possible after the interviews.
4. It is very likely you will be contacted directly as a result of our marketing and sourcing campaign for your position(s). We request that you send to us all candidates and prospective candidates' information you may have identified so that they may be evaluated against other candidates and as part of the overall search assignment.
5. To assist in providing the appropriate information to candidates about your company that will enable them to view your Company and the target position as a desirable career move that will benefit the Company and advance their professional career.

SENIOR PARTNERS

Our firm, The Premier Partners, is a recruitment and employment solutions company. Our expertise as search professionals focuses on key management and executive positions for leading companies throughout the country.

John R. Brown – John spent twenty years in executive and management roles developing his skills in business having achieved his last role as Senior Vice President Human Resources and Customer Service for a major, multi-billion dollar global company. He holds a Bachelors Degree in Business from the Rochester Institute of Technology in Rochester, NY and completed the Executive Education Program from the University of Michigan. John’s background includes in-depth knowledge of recruiting top talent, assessment center and selection system development including in-depth employment process analysis and program development and is certified in the DDI© behavioral-based selection system design and interviewing principles. In 2002, John founded The Brown Recruiting Group and built a thriving executive search practice prior to Co-Founding The Premier Partners. He is a speaker and presenter on recruitment and retention of executives. He is married with two daughters and lives in a suburb of Rochester, NY.

Joseph S. Stirpe – Joe holds a Bachelors Degree from Roberts Wesleyan College in Rochester, NY and continues to enrich his professional knowledge and skills through his numerous professional employment certifications, designations and industry leadership positions. For the past 15 years, he has focused on employment and employment solutions for clients throughout the Northeastern US. Joe founded Premier HR Solutions Group and quickly grew the company into a much sought after commercial staffing provider and professional search practice prior to co-founding The Premier Partners. He brings extensive experience in job profile analysis, employment process development and job placement with organizations both large and small in such industries as utilities, healthcare, retail, and manufacturing industries. He is certified in pre and post-employment assessments with Profiles International© and brings in-depth experience developing employment solutions. Joe is on the Council of Leaders at Roberts Wesleyan College and is married, with four children and resides in a suburb of Rochester, NY.

The Team - The team is rounded out with full-time professionals include research, search consultants, recruitment specialists and administrative support – each focused on the end goal – supporting and delivering results for each client’s specific and unique employment needs.

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