

Retained Executive Search

Our Concept of Executive Search

Successful executive search is not a transaction-oriented business. It is part of a continuing professional relationship in which our mission is to help make your organization more successful.

To that end...

- We will take the time to understand your situation, and the issues that are important to you.
- We will meet with your key managers in order to understand the culture and the personality requirements for success within your organization.

How We Conduct Our Search Practice

- When the need for a search arises, the assignment will be conducted by a principal of the firm.
- Position specifications and a search plan will be prepared for review by the end of the first week.
- Weekly verbal progress reports will be given, with a formal review of prospects no later than the end of the fourth week.
- Interviews and candidate presentations normally will be completed during the fifth through eighth weeks. For narrowly-focused searches, shorter times are possible.
- Reference, education, civil/criminal/credit/DMV background checks will be completed on the selected candidate(s) before an offer is made.
- Assistance in preparing and negotiating the employment offer.
- Following completion of the search, all candidates, prospects, and significant sources will be thanked in writing. We will follow up with the employee and client at intervals during the first year to be alert to any problems.

Guarantee

- If the employment is terminated "for cause" within one year of hire date, the search will be re-done for no additional professional fee.
- If the employee resigns within one year of hire date, and job conditions (reporting relationship, location, title, compensation, benefits, duties, etc.) have not changed adversely for the employee, the search will be re-done at one-half the original fee.

Off-limits Policy

No employee of a client will be recruited for two years following the end of the last search, and we will never recruit a person that we placed with a client.

Fees

The usual practice for retained executive search firms is to charge a fee equal to one-third of the actual first year's cash compensation, including estimated bonus, for the successful candidate. However, we prefer to use a fixed fee, agreed upon in advance of the search. With a fixed fee agreement, if the actual compensation is higher than anticipated, there is no escalation of the fees.

Expenses

Out-of-pocket costs, such as travel for partner and candidates, special research materials and services, interview expenses, and incidental costs will be invoiced at cost.