

10 Step Search Process

Step 1: Requisition and Internal Approval

- Gather information about the position and challenge the market validity.
- Assess position responsibilities, technical and professional skills required, competitiveness of the compensation, hiring process and company/group dynamics.
- Acknowledge fee agreement and terms.

Step 2: Client Approval

- Conduct thorough interviews with hiring authorities.
- Finalize and get Client approval of the position description and terms.
- Upon receiving approval of position description and authorized terms, the search is launched.

Step 3: Existing Candidate Identification

- Pull from existing Candidate database and narrow potential matches through a process based on work history and contributions, criteria for career movement, cultural and chemistry match, and technical compatibility.
- The semi-finalists will be re-evaluated and approved for submission to Client.

Step 4: New Candidate Recruitment and Development

- ARG will network our centers of influence to source industry "stars."
- Exploratory contacts are made to determine technical and professional proficiency and viability for career movement.
- Candidates are not "baited" with Client's requirements. They are asked to describe their true career motivation and desire for progression.
- Uninfluenced Candidates that match Client's assignment have an improved chance for retention and predictability.
- Top Candidates are given Client exposure.

Step 5: Client Presentation and Candidate Preparation

- An assessment of selected finalists will be presented to Client.
- Presentation includes: resume/curriculum vitae, criteria for career movement

Step 6: Present Finalists

- The finalists are presented to the Client to begin interview and selection process.
- Interview times are discussed/arranged.
- Timing, sense of urgency and competition will vary among each candidate, so projected shelf life will be communicated to client.

Step 7: Client / Candidate Interviews

- Interviews are scheduled and held either on or off Client site.
- Selected Candidates are thoroughly prepped before interviews.
- Recommendations may be provided to Client to facilitate "no surprise" hiring.

Step 8: Post Interview Debriefings

- After each interview both Candidate(s) and Client will describe in detail and be fully debriefed on technical/professional compatibility, chemistry and culture fit, position challenge and retention.
- Information and findings are presented to both sides.
- Concerns, if any, are carefully discussed and resolved.

Step 9: Trial Offer / Pre-Closure

- Once a Candidate is in final consideration, ARG participates in negotiating and structuring an acceptable offer.
- ARG will test an offer hypothetically prior to any formal extension.
- Any incongruities will be resolved or dissolved.

Step 10: Official Offer and Acceptance

- ARG will verbally extend and convey Candidate's offer and acceptance to better insure success, unless otherwise strategically necessary for the Client to do it directly.
- Arrange agreed upon start date.
- When all parties are in agreement, the Client will prepare and extend a written offer to Candidate.
- Follow through with all parties for smooth transition into new position.