

## SEARCH PROCESS

Every company, industry and recruitment situation differs dramatically making each assignment unique. We foster the belief that successful searches are the result of a thorough and diligent application of the search process, crafted to the specific needs of each client to produce superior results. Typically, our search process can be summarised as follows:-

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### ***1. Initial Meeting between Client and Search Firm.***

We commence each search assignment with an in-depth meeting with our client's management representatives, and/or board of directors to fully understand the unique requirements of the position and the company's business, mission, goals, challenges, core values, strategic objectives, and the characteristics of the industry in which the company operates. We work closely with the client to determine the position scope and responsibilities, compensation package, requisite qualifications and experience, personal attributes and skills, and other requirements the candidate is deemed to possess to be successful in the position.

We also seek to understand the client organisation's intrinsic culture and environment. This is to establish, which personality type is most appropriate to fit the client's organisation. If confidentiality allows, we spend time with the superior and peers of the position to determine management and leadership style, so that we can accurately represent our client and find suitable candidates.

We would also contribute our expertise on how to help the client refine its objectives for the position.

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### ***2. Develop Position Specifications.***

Based on the discussions with the client's representatives, we prepare a detailed set of position specifications, which outlines the key responsibilities of the position, requisite qualifications/experience and core competencies required of the ideal candidate, as well as an overview of the client's company and its culture; which is designed to effectively educate and attract high potential candidates. We would review the position specification with the client to assure that the search objectives are mutually understood and agreed by both parties. Once the client approves the document, it forms the foundation for the search and our initial discussions with candidates and contacts.

### ***3. Develop Research and Sourcing Strategy***

Using the position specification as a guide, we define a list of target industries/companies and sources that are most likely to result in the identification of the most qualified candidates within them. This starts with careful and thorough analysis of the key industries/companies/organisations, market conditions, research a variety of reference materials including published business directories, periodicals and association membership lists, trade journals and literature, databases, online research, utilising our well-established network of personal contacts and other resources in our endeavour to identify the very best talent. We liaise closely with the client throughout the development of the target list and encourage the client to recommend additions/deletions before we initiate direct contact with the prospective candidates.

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### ***4. Prospective Candidate Evaluation***

Once the target list is agreed, we approach the prospective candidates with our client's unique opportunity by telephone or conduct personal meetings to attract, screen, assess candidate's qualifications and motivation, and evaluate their accomplishments and management style to identify those that best fit the position specifications. In the event that client prefers its company name to remain confidential we will withhold this information from the prospective candidates. Subsequently, we review the results of our research with the client and proceed to make a list of potential candidates who are the most qualified for the position that would warrant a face-to-face interview.

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### ***5. Conduct In-depth Interviews***

We spend considerable time to assess, evaluate and understand the potential candidates' career and personal needs/behaviour, skills and knowledge base, technical qualifications, experience, career aspirations, managerial style, growth and achievements; to determine that the opportunity is the right fit for both parties. In turn, we will clearly interpret the client's organisation, work environment and career opportunities to leading candidates. If clients name has not been revealed previously it would typically be made known at this stage and an edited copy of the position specification is given to the potential short-list candidates.

After all interviews have been conducted we narrow the search and proceed to establish a short-list of those candidates judged most likely to succeed in the position and aligned most closely with the position specifications.

## ***6. Introduce Short-list to client***

To ensure the client is fully briefed about each short-listed candidate in advance of the client-candidate meeting, the client will receive a confidential, comprehensive and objective report assessing each candidate's background, summarising his or her career, personal accomplishments, technical skills, compensation information etc. We also include our evaluation and a thorough comparison of each candidate's strength and limitations against the position specifications.

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## ***7. Arrange Interviews between Client and Candidates.***

We schedule mutually convenient interviews between the client and each short-listed candidate. Our comprehensive background briefings would have provided the client with sufficient information to simplify the interview process and make an optimal decision. After each interview is concluded we would contact both client and candidate for feedback.

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## ***8. In-depth reference check***

Prior to our client extending an offer, a comprehensive reference check is performed on the preferred candidate by contacting individuals who are capable of providing insights about the candidate's leadership ability, management style, technical competency, personal skill and integrity, to validate career accomplishments, whether the candidate is a possible fit with the position for which he or she is being considered. We also arrange for background checks to verify educational/professional credentials, technical experience and career history as they relate to the position.

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## ***9. Act as Go-Betweens during negotiations***

We remain involved throughout the final negotiations by providing our advice to the client, and if required, we participate and assist the client in the discussions/negotiations of compensation package, base salary, bonus and stock options in establishing terms of employment.

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## ***10. Assist with the resignation.***

Throughout the process of resignation from their previous employer, we are constantly in touch with the successful candidate. We address any queries or concerns' ensuring the candidate is prepared to deal with any counter offer.

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## ***11. Follow-Up***

After the candidate is employed, we maintain ongoing relationships with the client and the candidate to ensure a smooth transition and satisfactory completion of the assignment.