

(06052024)



Executive/Executive Search Committee
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Executive Search Services Overview

| 7 Steps | 7 Steps | 12 Steps | 10 Steps | 5 Steps |
|--|--|------------------------|---|--|
| 1. Client Needs Assessment: The process begins with the search firm gaining a deep understanding of the client’s organization, culture, and specific requirements for the executive role. | 1. Client Consultation | 1. Client Research | STEP 1: Client Research & Meetings | 1. Establish search priorities |
| 2. Research and Sourcing: The search firm conducts research and uses its network to identify potential candidates, both actively seeking new opportunities and those who might be open to a career move. | 2. Research And Market Mapping | 2. Client Mandate | STEP 2: Establish The Mandate & Search Priorities | 2. Determine search strategy |
| 3. Candidate Evaluation: Candidates are rigorously screened and assessed to ensure they meet the client’s criteria. At Clarity, this includes in-depth assessments into motivations, leadership abilities and cultural alignment. Our search process is extensive to ensure we’re delivering variety and quality to help our clients hire the best possible leaders. | 3. Candidate Identification and Evaluation | 3. Profile Creation | STEP 3: Set The Search Strategy | 3. Attract and evaluate candidates |
| 4. Presentation to the Client: The search firm presents a shortlist of highly qualified candidates to the client for review and consideration. | 4. Presentation Of Shortlist | 4. Market Mapping | STEP 4: Approach & Evaluate Candidates | 4. Present most qualified candidates for client interviews |
| 5. Client Interviews: The client conducts interviews with the shortlisted candidates to determine the best fit. | 5. Interview And Selection | 5. Candidate Search | STEP 5: Create a Longlist of Candidates | 5. Complete the search |
| 6. Offer and Negotiation: Once the client selects a candidate, the search firm assists in salary negotiation and ensuring a smooth transition. | 6. Offer And Negotiation | 6. Candidate Longlist | STEP 6: Evaluate a Shorter List of Candidates | |
| 7. Onboarding and Follow-Up: The search firm often stays involved during the onboarding process to help with a successful transition into the new role. | 7. Onboarding And Integration | 7. Candidate Testing | STEP 7: Present the Shortlist of Qualified, Interested Candidates | |
| | | 8. Candidate Shortlist | STEP 8: Background & Reference Check Top Candidates | |



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| | | 9. Interviews | STEP 9: Present the Offer & Negotiate | |
| | | 10. Offer & Acceptance | STEP 10: Onboarding | |
| | | 11. Candidate Vetting | | |
| | | 12. Onboarding & Relocation | | |
| A Step-By-Step Look at the Executive Search Process - Clarity Recruitment (findingclarity.ca) | What Is Executive Search? MSH (talentmsh.com) | The 12 Steps of the Ideal Executive Search Process Core-Asset Consulting | The Executive Search Process: What to Expect (aesc.org) | Executive Search Process Spencer Stuart |