



# Executive Search The Fundamentals

## The Key Differences

Between Contingent, Retained and Executive Search

### Contingent

Paid on success

Multi agency

### Retained

Exclusive work

Part upfront fee, part  
paid on success

Higher Level of  
commitment

### Executive Search

Higher Fee

Fee paid in three parts

Full process  
engagement

More involvement

### The Client Process

- 01 Business Development
- 02 Discovery Call (Pre-Pitch)
- 03 Pitch
- 04 Engagement Letter
- 05 Discovery Calls (Post-Pitch)
- 06 Longlist
- 07 Shortlist
- 09 Interview + Offer
- 11 Post Placement

Disc Call (iterate)

Weekly Process  
Update Calls

### The Candidate Process

- 01 Candidate Origination
- 02 NDA
- 03 Discovery Call
- 04 Info pack and DD
- 05 In-Depth Interview
- 06 Shortlist
- 07 Interview Prep (30 mins per stage)
- 08 Interview
- 09 Post Interview Feedback
- 10 Offer/ Post Placement

## Executive Search Flexibility

Contingent

Exclusive

Container

Retainer

Executive  
Search