



Executive Search The Client Process

The Longlist Presentation Should Include



Process Overview-Summary of the key market maps you have been developing



A Sourcing Update -Context of the market and a summary of the search progress.



Gender Diversity Statistics- Outlining your findings of the candidate market and a breakdown of gender statistics



Search Analysis -Summary of candidate appetite and your search criteria and update on candidates approached and current status



The Candidate long list- list of candidates screened to date

Soft Referencing and Why it Matters

1

Builds credibility

3

Ensures only qualified candidates are presented to the client

2

Due diligence on the candidates skill set and experience

4

Builds your network for future BD or new candidates

Interview Prep and Feedback

Interview Prep

Re-confirm interview process

Re-confirm what the client is covering.

Book in call post-interviews for feedback

Interview Feedback

Candidate feedback immediately after the interview

Share candidate feedback, concerns and questions with client

Take detailed feedback on each candidate

Arrange next steps

During feedback calls and offer management, it's important to leave no stone unturned.



Nothing should come as a surprise.