



KMR

Executive Search

Talent for What's Next

The KMR 11-Step Process

Creating Dream Teams and Delivering Results.

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KMR EXECUTIVE SEARCH PROCESS

Typically, a search follows this sequence:

1. Develop an Understanding of the Organization: The insight gained during our initial discussion will be very useful in understanding your recruitment needs. To better facilitate the process, we would like to further understand the company's history, culture, and operating structure. We would also like to review any relevant documents, including compensation and benefit data, statistical and financial information, product or service literature, organization charts, and future company initiatives that may be on the horizon. To effectively represent you in this search, KMR Executive Search (KMR) must be as knowledgeable as possible about your organization and its operating culture prior to discussing the position with prospective candidates. If you feel others within your firm can add to this knowledge base, we would be interested in talking with them as well.

2. Develop Position Specification: We will prepare a draft position specification that will serve as an information piece to be given to serious candidates for the position. It will describe the key success factors and priorities of the position, as well as candidate specifications including competencies, experience, and personal qualities being sought. This is not only a way of summarizing our understanding, but is the key marketing tool that KMR will be using in attracting prospective candidates to this opportunity. The final position specification will be reviewed with you and will serve as a guide in determining whom we will contact during the course of the search process.

3. Identify Qualified Candidates. Upon your approval of the position specification, we will begin to search for candidates utilizing four activities:

Targeted Research: Based on our agreed search criteria and strategy, KMR will identify an extensive list of target companies and research the organization structure in the appropriate functions. Selected individuals will be approached to determine their potential fit with the position requirements and their interest in this position. Additionally, we will source and identify prospective candidates through the use of relevant industry and trade associations and organizations, including membership directories and trade event attendees.

Database Review: Our technology capabilities and related research systems, as well as our office information network, are sophisticated. KMR's research utilizes an extensive database that contains a wide variety of useful, job-related information about a broad cross-section of successful executives. In addition, a wide range of library and proprietary sources of information is continually updated to help us identify and evaluate qualified candidates for client assignments.

Direct Sourcing: KMR will contact individuals previously identified in appropriate industry sectors to discuss the search and to obtain their referral to individuals who could be candidates for the assignment.

Internally Generated Candidates: Any candidates generated through your own sources or individuals in your company will be included in the overall mix of candidates, as if they were generated directly by KMR. This process furthers the overall partnership approach to the search. Each candidate will then be assessed on his/her own merits presented accordingly, and may be evaluated comparatively to the entire candidate pool.

These resources will enable us to identify well-qualified candidates, including women and minority candidates, as we are committed to equal opportunity recruitment and the presentation of diverse slates of qualified candidates to our clients.

4. Candidate Development: We contact each potential candidate on the target list to make them aware of the job opportunity and to make an initial assessment of the appropriateness of their background and experience. At the same time, we are actively developing their interest in exploring the opportunity further. If we should work together on this project, we realize that KMR will essentially serve as an extension of your staffing function and as a public relations vehicle for the company. We do not take this honor lightly and we recognize the importance of treating all of our candidates and sources with the utmost respect throughout the search process.

5. Frequent Status Reports/Communication: We will report on our search progress by telephone and email, and will meet with you personally, when appropriate, to review our progress on the assignment. In addition, through our recruiting efforts in the marketplace, we will have our “finger on the pulse” of the industry and we see it as our duty during the search process to make sure we share with you all relevant market feedback that might impact our initial search strategy and the availability of candidates.

6. KMR Executive Search Interviews: When we have mutually determined that a candidate has the potential to be a good fit and we have developed sufficient interest on their part to proceed and explore the opportunity further, we will conduct a personal, face-to-face interview. This may involve traveling to a meeting location of convenience to the candidate. If you agree, we will also utilize videoconferencing technology when an in-person meeting is not possible within our ideal time parameters. Where practical, we will seek your advanced approval of these expenses.

7. Present Best-Qualified Candidates to Management: KMR will submit the resumes of candidates who we feel are appropriate for your consideration and forward them along with our written (post interview) assessment of each individual we recommend for further consideration. Our candidate comments will provide an overview of his/her background, and more importantly, will highlight our assessment of the candidate's strengths and weaknesses relative to this opportunity. In addition, the assessment provides considerable insight into the personal perspective of the candidate regarding their current position and their expectations associated with any career change. The goal of these comments is to cover much of the candidate's background and to prepare your interviewer(s) for a more productive interview process focused on interpersonal and cultural fit.

8. Client Interviews: Unless otherwise directed, KMR will facilitate the logistics of all candidate interviews with the hiring organization. This includes making all travel arrangements and reimbursing the candidate's expenses. In addition, we will handle the post interview communications to/from each party, as well as assume responsibility for articulating to the candidate the next steps in the process.

9. Conduct Reference Checks on Successful Candidates: Once a finalist candidate has been identified and a contingent verbal offer made, it is our practice to speak directly with individuals who are, or have been, in positions to evaluate the candidate's performance on the job. In addition, we will seek your feedback on any particular areas of focus you would like us to cover in our referencing process. We rely, therefore, on the information provided to us by those individuals. Written summaries of our conversations with reference providers will be presented to you on each candidate who receives an offer of employment. KMR will also verify educational credentials. Maintaining confidentiality is, of course, of paramount consideration. An offer will also be contingent based on the successful completion of any additional client background investigation.

10. Facilitate Offer Negotiation: Once a candidate is chosen, KMR will assist you in recruiting the individual into the position and into your company to the extent that you want our active involvement. Upon request, we will help you to construct a competitive employment offer based on realistic market data and your compensation strategy. We can present the offer and explain it to the chosen candidate. Finally, we can also act as an intermediary in the event changes or adjustments in the initial employment offer as necessary to gain acceptance. Throughout this part of the search process, we will always represent you and act in accordance with your directions.

11. Placement Assimilation: Between 60 and 90 days after the candidate has begun work, we will speak with the candidate and his/her superior. It is our experience that this early communication contributes greatly to successful relations between the client and placement. We will continue to contact you and the candidate during their first year of employment to follow his/her progress and success.

***“What is the recipe for successful achievement?
To my mind there are just four essential
ingredients: Choose a career you love, give it the
best there is in you, seize your opportunities, and
be a member of the team.”***

~ Benjamin F. Fairless