



# HENSON PARTNERS, INC.

◆ SPECIALIZED EXECUTIVE SEARCH ◆

## **HENSON PARTNERS, INC. – RETAINED SEARCH PROCESS**

### **COMPANY CONSULTATION**

We begin the search for candidates by gathering information on your company's organizational needs, corporate culture, and overall business strategy. By gaining a clear understanding of your company's history, management structure, successes, and challenges, we are better able to match the personal and professional goals of the ideal candidate with the demands and promotional opportunities associated with the position. We then provide a realistic timetable for completion and a clear description of how we will proceed with the search.

### **POSITION SPECIFICATIONS**

We prepare and submit, for your approval, a comprehensive position summary that defines the scope of responsibilities, required experience, personal attributes, position expectations, and other relevant information gathered from our consultation.

### **TARGETED RESEARCH**

We combine our industry expertise with our internal research and sourcing capabilities to conduct a detailed industry analysis. Next, our staff prepares a target list of companies most likely to employ talent uniquely qualified for the assignment. Upon consultant approval, our staff researches the list of target companies to identify and summarize the names and titles of prospective candidates.

### **PROACTIVE RECRUITMENT**

We then contact prospective candidates whom we screen for relevant attributes and assess for interest and availability. We typically present the opportunity confidentially, unless our client suggests otherwise. By leveraging our extensive industry network, we identify and contact individuals known for their achievements and capabilities, as well as less visible, but equally qualified individuals who are identified through referrals.

### **CANDIDATE QUALIFICATIONS**

After screening possible candidates for relevance and interest, we conduct in-depth, personal interviews to identify those who are most qualified for the position. Next, we develop a list of finalists along with detailed assessments of their experience, accomplishments, capabilities, and personal suitability to your opportunity.



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## REFERENCE SUMMARIES

Before submitting our search results and recommendations, we conduct reference checks on the finalist candidates and prepare reference summaries for your review.

## SEARCH RECOMMENDATIONS

Our Search Recommendation Report presents essential intelligence on the most highly qualified candidates and includes candidate assessments, developed from our personal interviews, written reference check summaries, and our industry specialist's recommendation summaries.

## INTERVIEW RECOMMENDATIONS

We facilitate meetings between our client and selected finalist candidates, offering assistance throughout the interview and selection process. We closely monitor client and candidate decisions helping to ensure mutually beneficial outcomes.

## OFFER PRESENTATION

We advise our client on offer terms within the original parameters of the assignment that our candidate will accept. We inform the client of any issues or concerns the candidate may have, and we suggest strategies to facilitate offer acceptance. We then present the offer to our candidate, on behalf of our client, and confirm that it meets previously discussed expectations. Upon acceptance, our client and the selected candidate determine an appropriate start date.

## TRANSITION MANAGEMENT

Our candidate, committed to our client's opportunity and well prepared to handle likely counteroffer discussions, resigns from their current employer. We closely monitor the transition period and resolve any issues that may develop during that time.

## CONSCIENTIOUS FOLLOW UP

Our consultants look forward to a regular dialogue with clients and newly-placed individuals to assess progress. We routinely make contact at thirty days, six months, and one year, in order to assure a smooth transition and mutually successful relationship. Placing highly-qualified talent within reputable companies is a formula for success. Being part of this process is truly one of the most rewarding aspects of our business.