



# MORGAN RECRUITING GROUP

## Comprehensive 22 Step Search & Selection Process

### Search & Selection + Client Partnership = Practically Guaranteed Success

Conducting an extensive search on your own is a time consuming process that distracts your organization from what it does best. At Morgan Recruiting Group we have developed a five part Strategic plan that includes an exclusive 22 step search process.

This logical, structured approach means we are not reinventing the wheel each time MRG undertakes a new search. Instead, we can concentrate all our energies on tailoring the search process to build the best candidate selection pool for your particular opening.

### Here's how MRG's 22 Step Process can work for your company:

#### Listening

*Possibly the most important part of the search process. If we don't understand exactly what you want in a candidate, then the results of the search are useless. That's why MRG concentrates on listening first.*

1. Conduct a complete needs-analysis that will provide us with all pertinent information required to complete a professional search. Includes brainstorming on how to attract candidates from your top competitors.
2. Build a profile of the ideal candidate against which to screen potentials. If desired interview your top-performing employees as part of the profiling process. Prepare a document outlining the perfect profile and a plan of how to present the opportunity. Obtain your sign-off.
3. Consult with you on industry compensation standards and construct a compensation framework.
4. Conduct a marketplace research. Examine direct and indirect competitors and identify additional companies that employ candidates possessing the skill you seek.

Complete, review, and revise the list of targeted companies and candidates. Obtain your sign-off.

#### Searching

*Because of our focus, we have the unique ability to identify the best talent in your market place, which means the target candidate list we assemble will match your profile.*

5. Define our search process – We will determine the best recruiting strategy for this role based on your companies current practices and begin fielding resumes.
6. Conduct in-depth candidate telephone interview using behavioral based question to ascertain three crucial qualifying factors:
  - a. Do they have the appropriate background?
  - b. Are they willing to change jobs for the right opportunity?
  - c. Do their goals match yours?



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7. We can conduct face-to-face interviews of potential candidates or interview them via video conferencing.
8. Submit resumes and analysis of qualifying interviews with selected candidates.

### Comprehensive Interviewing

*Here is where you determine if you have a match. We have already increased to chances of success by learning your needs and then presenting the candidates who best meet you requirements. Next, we smooth the way during this vital introductory process.*

9. Arrange first face-to-face interview with you.
10. Prepare candidates for the first interview, including briefing them on your goals and priorities.
11. Prepare you for the first interview with emphasis on the candidate's particular goals and aspirations.
12. Debrief your team and the candidate and present preliminary conclusions.
13. Provide results of in-depth reference checks.
14. Arrange second interview and discuss particular areas of concern.
15. Post interview, debrief both you and the candidate.

### Negotiations

*Our experience in dealing with sometimes-delicate negotiations can help you avoid potential pitfalls. Our goal is a win-win result for you and your candidate.*

16. Verify earnings and negotiate a win-win compensation package.
17. If desired, provide educational verification, credit history, motor vehicle records, drug testing, and other background checks.
18. We prefer to transmit verbal offer to the candidate to help ensure acceptance.
19. Consult with the candidate and resolve resignation and counteroffer issues.
20. Confirm start date; obtain written confirmation from the candidate.

### Follow Through

*We have an extensive post-search debriefing protocol to evaluate the search process and results.*

21. Remain in contact with you and the candidate through start date and the initial phases of employment.
22. Conduct conclusion interview with you to make sure the project was successfully completed.

*At MRG, a successful search is a partnership between a motivated and involved client, and experienced search executives. We begin by listening, applying the knowledge we've gained to begin the research process,*



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*extracting potential candidates, guiding the interview process, and then make sure the final negotiations run smoothly.*

*By doing what we do best, MRG lets you concentrate on your business, while we recruit your leaders for the future.*