

# Working with an Executive Search Consultant



## 1 Be Loyal

Want to know how to develop a Strategic Partnership with your Executive Search Consultant (ESC)? Once you find an ESC you like - Stick with them. Productivity improves with continued partnering. Call your ESC first, just because other recruiters call you doesn't mean you have to throw a bone to every caller. This approach is counterproductive to developing meaningful relationships with your ESC and doesn't improve the odds of a better search experience.

## 2 Be a Participant & Forthcoming



### ✓ INFORMATION

Give all the information your ESC needs. The more time you invest upfront the better the overall search process.

### ✓ FEEDBACK

Give real and complete interview feedback on all candidates so the ESC can calibrate & improve screening.

## 3 Be Reasonable & Flexible



### ✓ REVIEWING CANDIDATES

Be open minded about reasons for job changes. Compare experience versus education. Don't make salary a reason not to at least interview a candidate who is qualified and interested in interviewing for your opportunity.

### ✓ MAKING A SALARY OFFER

Consider the cost of this unfilled opening? What's the compensation of the candidate pool telling you? Don't low ball a candidate to see if you can get by cheap - this destroys the ESC's motivation to work with you. Listen to candidate feedback on your opportunity. Are you losing good candidates because you're not presenting or offering well?

### ✓ ADDRESSING RELOCATION

Ask yourself what costs you would pay out of your own pocket to move for a job. Is your company doing enough? So make sure you compare all aspects of compensation, not just salary and bonus.

### ✓ ADDRESSING LOST COMPENSATION

Most candidates plan personal budgets around year-end bonuses and can't afford to leave money on the table.

### ✓ DON'T OVER-CONTROL

Allow ESC access to the Hiring Mgrs. Corporate culture needs to come from direct discussion between the Hiring Mgrs. and ESC. Also the ESC knows what the candidates will ask for and can better understand REAL qualifications. It's a partnership between HR, the Hiring Mgrs. and your ESC that makes for successful searches.



### ✓ COURT EVERY CANDIDATE

If your ESC tells you to push certain candidate hot buttons and to do special things to court the candidate, you need to respect the ESC's experience and promptly follow his guidance.

### ✓ DON'T DELAY START DATE

Don't allow for delays with Degree and Background Checks, or Physicals and Drug Screens. Get new hire on-boarded ASAP. Send training materials to study, and invite to company events right away.



## 4 Be Accessible & Timely

- During the information-gathering process
- When scheduling interviews
- After every interview
- When making the hiring decision
- When preparing and presenting the offer
- Do Reference Checks jointly with ESC
- Return all calls promptly. Ignoring phone calls and responding to emails with cryptic one-word answers is counterproductive.

### ✓ RESPECT & LISTEN

Your ESC understands candidates better than anyone. Typically he's spent hours talking with the candidate about career, relocation, compensation, family needs, wants and desires; and he understands the competitive and compensation potential for candidates better than anyone.

## 5 Reward Your ESC



- Recognize the value of the ESC's fee and give respect for the extensive and highly effective work he completes. Yes, you can pay less; but, expect to get less time, efforts, results and only second rate service.
- Don't chip away at the ESC's fee - his time and expertise is what he has for sale.
- Attempting to avoid or evade a fee that's owed is very dangerous.
- Negative client information travels very fast through ESC networks.
- Giving out fake assignments just to fill an internal resume databank is unethical.
- Remember your ESC can make or break your "hiring" career and you never know when you may need a favor or help finding a job.

