



SAMARITAN
CONSULTING GROUP

Organizational Development • Executive Search

What does the executive search process look like?



No two companies or positions are exactly alike, so each executive search is customized to best meet your needs and the requirements of the position.

Outlined below is the process we start with in our initial meetings with you. Items can be added or subtracted as needed.



STEP 1:

Planning for the search

We meet with you to discuss and prepare for the search, and to ensure the needs of your company are fully understood and met. This discussion can include who we'll need to meet with in order to best understand your organization, details about the salary range and other job specifics, the most important criteria to be included in the job description, where the position will be advertised, your company overview, and other aspects to set up a comprehensive job profile and plan for advertising placements.

STEP 2:

Position Profile & Advertising

After developing a substantial foundation for the search, we then create a draft of the position profile and send it to you for your review and input, create behavioral-based interviewing questions that allow us to target the critical characteristics of the position and assess how the individual would fit into your organization both behaviorally and culturally, and post the approved profile position to the agreed-upon job boards.



STEP 3: *Initial Screening*

Now that the job is posted, the screening process begins. All candidates are reviewed based on the established selection criteria and the critical characteristics specified. This step includes the manual reviewing and screening of all resumes as they come into Samaritan Consulting Group, scheduling and conducting phone interviews with possible candidates, and the selection of candidates for first interviews.

STEP 4: *Face-to-face Interviews*

After candidates have spoken with us during a phone screening, we move to face-to-face interviews with desired candidates. These interviews can occur at Samaritan's offices or over a Zoom call, and they can include you if you want to be a part of them. Interviews focus on the behavioral-based interviewing questions developed early on in the process to better understand if the candidate would be a good fit. And even if you don't have time to attend the interviews, we will provide detailed interview notes for each candidate prior to the next step.

STEP 5:

Review of Candidates

To review the candidates and ensure everyone is on the same page, we:

- Meet or have a Zoom call with you to review and select candidates for a next interview.
- Gather further input to create more behavioral-based interview questions that target the critical competencies for the position.
- Discuss scheduling options (dates, times, location) for the interviews.
- Coach you on interviewing procedures and best practices, if needed or desired.

STEP 6:

First Hiring Manager Interviews

After the review, we will contact the agreed-upon candidates and schedule interviews. We greet and introduce candidates to you, and can also facilitate the interview process if you'd prefer that.

When the first interviews are done, we facilitate the conversation about the candidates and help you decide who you want to advance to the next step.

STEP 7:

Assessments & References

Now the process takes a turn again into more behind-the-scenes work. This step includes the facilitation of AVA assessments or Leadership Selection & Development Reports for final candidates through; conducting reference checks on final candidates, and sending the typed reports to you; and drafting interview questions for the final interviews, and sending them to you for review, insights and feedback.

STEP 8:

Final Interviews & Evaluation

In this step, we contact the final candidates and schedules interviews. Again, we greet and introduce candidates if new members from your organization are present, and we can facilitate the interview process if desired. Additionally, we can utilize specific questions or evaluation techniques based on the assessments taken.

When the interview are completed, we facilitate a discussion about each individual and help you decide on the best candidate.

STEP 9:

Final Steps & Follow-up

The process is finally completed! In the final step, we inform candidates who were interviewed but not hired that they were not selected for this position. We also can, if desired:

- Help you create an onboarding plan for the selected candidate that could include integration and/or teambuilding coaching.
- Assist with offer preparation.

Additionally, we follow up with the new hire and you soon after placement for a quality review and to assess if any coaching or training would be needed to best position the candidate and organization for success.

Testimonial

“ Jim did an excellent job facilitating our search for a new CEO of Tabor Community Services (now Tenfold). I found him to be very professional, detailed, thorough in executing his process, non-biased and accommodating to our needs. Throughout the process, he was available to me as the head of the (search) committee and made sure nothing was missed in the process. ”

PAUL CURRIE

*Head of Search Committee for Tabor CEO,
Owner of Currie Business Advisers*