



TriStaff® Search Process

TriStaff® Executive Search has been actively involved in the placement of key executives in specific industries since 1971. This is our typical search process for working with client companies.

1. Initial Consultation and Briefing; Organization Profile

At the outset of the assignment we will develop a thorough understanding of the organizational environment in which the position functions.

2. Position Description

A prerequisite to a successful search program is a clear and precise understanding of the duties of the position. A thorough and accurate Position Description will be developed for the position in discussion with the hiring official.

3. Candidate Profile

This profile is as important as the Position Description. A thorough understanding of the optimum characteristics required in the selected candidate must be obtained. It will be developed in the same manner, and with the same input, as the Position Description with specific input regarding the "corporate culture", and other specific needs and preferences of the hiring official.

4. Compensation Package

If required, we will review the components of the proposed compensation package for the position and develop information on how it generally compares to other, similar positions in the marketplace.

5. Program Objectives

Once a clear understanding exists of the nature of the position and the ideal candidate, specific objectives for the search program will be established relative to timing, geographic scope and number of potential candidates.

6. Search Strategy

In light of our experience and considering the Program Objectives, strategies will be developed that will ensure the greatest probability of identifying the most qualified candidates for the position.

7. Market Research and Sourcing

Research and contact with sources in the occupational and industry sectors related to this position will be undertaken. Such activity generates leads to potential candidates who are not actively pursuing opportunities in the job market but who are qualified and could be very interested in the position.

8. Preliminary Screening of Candidates

All potential candidates will be screened and evaluated by us on a preliminary basis and initial interviews conducted with those appearing to have the strongest qualifications. Our objective is to assess their experience, interest and compatibility with the position.

9. Presentation of Short List

The results of our screening process will be reviewed in detail with the hiring official and the three or four most qualified candidates for the position will be presented for final interview and evaluation.

10. Candidate References

Valuable information can be derived from effective candidate references. Preliminary references are conducted for those on the proposed short list. Once the hiring official focuses on the final candidates, more in-depth reference checks are carried out.

11. Client Interviews

The hiring official will meet and interview each of the final candidates. We can provide an appropriate evaluation format to assist the hiring official in evaluating each candidate against the Candidate Profile.

12. Final Decision

The hiring official will consider all relevant information and make a decision as to the best qualified candidate. We will provide the support necessary to assist the hiring official in reviewing the strengths and weaknesses of the alternative candidates, structuring the job offer and negotiating acceptance.

13. Post Hire Follow-Up

Twice in the first six months of employment, we will speak with the selected candidate to gain a perspective of how the position is evolving in relation to expectations created during the recruitment program. These discussions usually take place at the end of month one and again at the completion of four months of employment. Feedback will be provided to the hiring official on both occasions.