RAYBOY
INSIDER SEARCH

A member of the Sanford Rose Associates network of offices.

The Mark Sasson Recruiting Process

Once I've received all the details from hiring managers and talent acquisition partners needed to conduct our search, we will create a <u>custom whitepaper</u> outlining details such as candidate requirements and value proposition so our partner knows exactly how we are positioning this opportunity to the market. Once this document is approved we begin our proven search process:

- Our research team scours the industry for qualified candidates
- Candidate short list is created and our project team will reach out to each of them directly
- Typically connect with 25% of the target candidates and qualify them
- From those efforts we present 3-5 qualified candidates. Along with the resume, we include a summary indicating the match, compensation details, and any additional relevant context.
- Once the hiring manager indicates a desire to speak with the candidates we help with scheduling all interviews
  - <u>These touches are very important</u>; it helps keep lines of communication open between the hiring company and candidates.
  - We constantly assess the match, or lack thereof, to ensure a positive end result.
- Following the interviews, candidate feedback is shared with hiring authorities.
- Upon completion of the interview process, we consult with both parties to ensure a successful close:
  - Work with both parties to mitigate any differences that arise
  - Present a verbal offer <u>prior</u> to a extending a written to do away with the necessity to amend official offer letters
  - Present the official offer letter resulting in an acceptance within 24 hours
- Once an offer is accepted we walk the candidate through their resignation and address the possibility of a counteroffer
- We obtain references from the candidates, and depending on your internal process, we can check them and provide you with the written documentation.
- Ensure the start date
- Follow-up the first few weeks to ensure things are going well

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