DEFINING ROLES AND SETTING EXPECTATIONS WITH A **CLIENT**

MY ROLE IN THE PROCESS

• I will find the very best players in the market quickly and efficiently.
• I will take an in-depth needs analysis profile of your opening.
• I will understand the ideal fit for your position and culture.
• I will identify skill-sets, attributes and accountabilities of the candidates I present to you.
• I will identify the competitive organizations that would have this type of talent.
• I will define what an “A” player truly is for your organization.
• I will help develop a win-win hiring process based upon the current market environment.
• I will work with you to develop a strong Employer Value Proposition (defining why “A” players should work with you as opposed to your competitors).
• I will create a search profile based on your input and approval.
• I will create a search plan for your position.
• I will put together a team consisting of a Researcher, Project Recruiter and Project Manager.
• I will create a Target Account List of your competitors or companies where the talent you require will reside.
• I will develop a Recruiting Presentation that establishes an accurate identity and Value Proposition for your company.
• I will execute the plan, making 100 to 120 calls per day.
• I will interview each candidate three times.
• Within 2 to 3 weeks, I will present you with 3 to 5 ”A” players and their highlight sheets, summarizing the important information about them.

MY ADDITIONAL SERVICES TO YOU THROUGHOUT THE PROCESS

• I will completely qualify candidates’ compensation, skills, accomplishments, etc before presenting them to you. • I will brief you on candidates before each interview.
• I will debrief with you after each interview.
• I will address any issues that arise throughout the process that could create a roadblock.
• Before the final interview I will establish with the candidate a compensation that he is willing to allow ME to accept on his behalf.
• I will address counter offers with the candidate
• I will contact the candidate and you on the candidate’s first day, two weeks after the start date, and 30 days after the start date to address any concerns.
• IF there is an issue, the three of us will work to resolve that issue together.

CLIENT'S ROLE

BEFORE THE CALL ENDS, SET EXPECTATIONS ABOUT:

- You need to be as flexible as scheduling interviews and time
- You must make sure you are available for the interviews that we schedule.
- You need to commit to the establish at the start of the
- You must keep communication honest at all times.
- You must provide open and honest feedback at all times.

- ☐ Communication timeframe
- ☐ Communication methods
- ☐ Sense of urgency items
- ☐ Ramifications for non-compliance

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