



**Sanford Rose Associates – Pensacola**

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## ***Our Executive Search Process***

The Pensacola office of Sanford Rose Associates employs a unique search and selection process designed to find those unique individuals who can truly make a difference in our client's organization.

### ***Profiling the Position***

Using SRA's proprietary *Dimensional Search*® process, we work closely with the hiring executive and other key executives to create a position profile that identifies the skills required to do the job, past experience needed to meet priority tasks, and management style that will function effectively in the corporation's culture. We will fully document these characteristics in a **Client Requirements Document** which we will ask the hiring executive to review and approve prior to commencing the actual search.

### ***Identification and Recruitment***

Using our extensive network of key industry executive contacts, we will conduct a customized search for promising candidates who are likely to match the requirements of the **Client Requirements Document**. The best candidates are usually successfully employed, and their resumes will normally not be in circulation. It is our task to identify and recruit them through a wide variety of means, and we will keep you fully informed of our progress.

### ***Selection and Presentation***

We will interview potential candidates to identify which of them is a "best fit" to satisfy the **Client Requirements Document**. After we have identified a "best fit" candidate, we will complete extensive reference interviews to validate the candidate's qualifications prior to client presentation. All prior employment history, educational degrees and professional certifications will be validated. If requested, we can assist in conducting a complete background check for financial and legal stability. When we have identified an ideal candidate, we will formally present the candidate and explain why the candidate is the "best fit" for the position. We will document the candidate's credentials and all background information in a detailed **Candidate Qualifications/Characteristics Document**.

### ***Face-to-Face Interview***

We will assist you with all aspects of the interviewing process and will counsel those involved on successful interviewing techniques. If requested, we will participate on-site in the interview.

### ***Offer Preparation and Negotiation***

Once you have selected the preferred candidate, we will help you design a compensation package that will meet both our client's needs and the candidate's desires. We will present the offer on your behalf and resolve any last-minute issues before you make a written offer. When the candidate says "yes," we will help him or her to resign effectively and resist any counter-offers from the current employer and stay in continual contact to insure a smooth and successful transition

***Our goal is the complete satisfaction for both client and candidate.***



**Sanford Rose Associates**

**FINDING PEOPLE WHO MAKE A DIFFERENCE®**