

## **BiS Henderson – Executive Search Multi-Stage Approach**

### *Stage 1*

Initially, BiS Henderson consultants will meet face to face with the client to discuss precise candidate requirements and the job description. It is also important to ascertain the culture and working environment that candidates will be expected to work within. Following this discussion a report summarising understanding of requirements will be made to confirm final details and to ensure that we have correctly understood the client needs.

### *Stage 2*

The second stage includes the use of a combination of visits, market research, networking and established personal contacts within the industry. Location will be considered for each job requirement and then cross checked against the candidate database to determine whether there are potential sources for the required roles from a geographic point of view. Additionally, BiS Henderson engages its research consultants to identify companies which may employ suitably qualified candidates. It also supplements this by BiS Henderson's personal contacts and networks in industry. Prospective candidates will initially be contacted by telephone and if they appear to be close to requirements, will be invited to a meeting. Those invited will be given a written synopsis of the job and company background before they are interviewed.

### *Stage 3*

The third stage involves greater client liaison. To ensure that candidates with the correct experience and personal characteristics are presented to clients, BiS Henderson consultants remain in regular communication with client representatives to discuss outcomes of candidate meetings and those that they consider to be potentially suitable. Following discussions, and mutual agreement with clients and candidates, BiS Henderson will send a candidate profile to be short listed for interview. Through regular contact, BiS Henderson consultants will be able to strengthen their knowledge of client requirements and eliminate error.

The first candidate sent to clients will be a 'benchmark' candidate. The client will already have a considerable amount of knowledge and background information on the candidate based on the conversations and profiling undertaken by BiS Henderson. Should the meeting be successful, the candidate will be short listed. If not, essential feedback will be gained to assist BiS Henderson to refine its search.

### *Stage 4*

The fourth stage aims to enlarge the candidate selection base. With the 'benchmark' process having enhanced the likelihood of producing a successful short list, the Executive Search, along with further client liaison will continue. Dependent on the assignment, the degree of speciality, and client requirements, BiS Henderson would typically aim to identify a maximum of 3 to 5 candidates.

BiS Henderson estimates that from commencement of the assignment to the presentation of the 'benchmark' candidate would take approximately two weeks and a further four weeks to present the final short list set of candidates for interview.