



Assignment  
Approved &  
Client Briefing

Company Information  
Position Information  
Key Selection Criteria  
Critical Competencies  
Corporate Culture  
Remuneration  
The Future

Prepare Assignment  
Specification

Database  
Search

Advertised  
Selection

Executive  
Search

Determine/Review  
Recruitment Strategy  
with Client

Screened  
Candidate Pool

Competency /  
Behavioural Based  
Interview Selected  
Candidate

Determine Initial  
Competency Fit

Determine and  
Present Shortlist  
to Client

Reference  
Checking

Psychometric  
Assessment  
(if required)

Client Interviews  
Shortlist and  
Selects Preferred  
Candidate

Advise  
Unsuccessful  
Candidate

Manage Offer  
Negotiations

Code all  
Suitable candidates

Follow up on  
Commencement  
and after  
3/6 months