



## ***Executive, Senior Management and Professional Search Service***

*Legacy Executive Search Partners* specializes in the search and recruitment of Executive Senior Management and Professionals. Executive Search provides a confidential and comprehensive process of identifying and attracting the most qualified candidates for key positions.

### **Contracting**

Before an assignment is undertaken we sharpen our working knowledge of the nature and state of the client's business and organization, industry, markets and competition.

In consultation with the client, we gain a clear understanding of the position to be filled. Often our experience with previous assignments and our perspective as an objective outsider enables us to assist clients in assessing the demands of the position and the qualifications of the individuals who can best fit.

A detailed proposal letter including position specifications, ideal candidate qualifications, search strategies, and scheduling, fees and costs are prepared for approval by the client.

*No cost or obligation is incurred until actual work on the assignment begins.*

### **Our Approach**

#### ***Phase I - Consultation in Building a Position Profile and Selection Criteria***

We like to collaborate with you in greater detail regarding:

- Technical skills and background required.
- Personal characteristics, credentials, values, and management style expected to contribute to success in the job.
- Demands, challenges, scope and dimensions of the job.
- Future plans and expectations of the position and of the individual in the job.
- Success measurements.

In conducting this Phase we have several techniques and tools available including:

- "Job Matching" Processes provided by Profiles International.

- Competency and Recruiting Architect Profiler tools which can be used as a way of consolidating the key competencies (skills, knowledge, abilities and characteristics) essential for success in the position now and into the future.

Essentially, we seek to have a comprehensive understanding of the dynamics of the position and their larger industry, market and organizational context.

From this phase we then develop a position profile and candidate selection criteria for which we seek endorsement and agreement prior to initiating search and recruitment activities.

## ***Phase II - Opportunity Marketing & Candidate Sourcing***

We develop a candidate pool, using the following methods as appropriate to the assignment:

### ***Media Marketing***

Utilizing both print media and electronic media a uniquely worded and stylized advertisement strategically placed can confidentially attract qualified personnel already on the market, as well as attract those who previously have not considered a career change.

Confidentially allows candidates to discreetly explore new opportunities until such time as it is appropriate for a mutual introduction.

We would develop a media marketing strategy and copy for your approval.

### ***Database Research***

We access both public (internet databases) and our own private databases to identify potential candidates who generally fit the profile and who may be receptive to an approach.

### ***Direct Search***

Direct search is an area of unique ability and expertise and often produces exceptional candidates. This aspect of our work will include:

- Initiating contact with information sources and referrals to prospective candidates.
- Directly contacting individuals identified in our research to elicit their advice regarding, or interest in, the position.

## ***Phase III - Screening and Selection***

When potential candidates have been identified, we will:

- Screen the backgrounds of candidates and develop a long list of individuals, highlighting critical aspects of their career in relation to the position profile and selection criteria.
- After reviewing a long list with you, we will conduct further in depth interviews and assessments in order to develop a short list of qualified candidates.
- Meet with you to review the short list in a preliminary candidate presentation. We will provide resumes and background information so as to assist in the selection of finalist candidates.

### ***Phase IV - Finalization and Decision***

We will collaborate with you in developing a decision process that takes into account all the previously defined selection criteria. This will include:

- Interview and logistics planning for finalist interviews.
- Interview preparation including key questions and activities to assist you in eliciting the information you require to build a professional relationship and to make an informed decision. We recommend using the Four Dimension Interview model.
- Candidate evaluation and comparison process.

Additionally, and if appropriate we will:

- Conduct “Job Match Profiling” and industrial psychological assessment of selected candidates as a further assurance of selecting candidates best matched to the defined profile.
- Conduct background verification and reference checks as to your finalist.

If necessary we can co-ordinate any second or further meetings required for either party to come to a clear and mutually acceptable decision.

We can also consult to you in the preparation of the employment agreement.

During the offer/acceptance stage, our outside perspective and recruiting experience enable us to provide recommendations to our clients on the structure of a compensation package calculated to attract the finalist. By serving as an intermediary, we can often work out details, which may have significant bearing on the final acceptance or rejection of the offer.

### ***Fees and Billing***

We are members of the Institute of Certified Management Consultants of Alberta, and Certified Human Resources Practitioners. Accordingly, we act as consultants to the recruiting and selection process and our fees are based on services rendered during the process.

Our fees are based on the anticipated level of effort and may vary depending on the nature and terms of the project undertaken. We endeavour to quote a sum-total fee and we will not exceed that figure.

We invoice fees in three phases: upon commencement, upon presentation of a long list, and upon completion of the offer and acceptance.

Advertising/Marketing and other approved expenses are charged as they occur. We will include an estimate of these expenses in the Schedule of Fees section of our proposal.

### ***Benefits of Legacy Executive Search Process***

- ◆ Increases access to qualified candidates.
- ◆ Reduces the likelihood of losing good candidates.
- ◆ Allows you to see the best available candidates in the market.
- ◆ Focuses time and effort on a key process, and on strategic hire.
- ◆ Provides a more objective approach to company requirements.
- ◆ Provides a comprehensive screening process that results in an effective short list from which to hire.



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