

# PUT THE RIGHT PERSON IN THE RIGHT JOB AND ALL THINGS ARE POSSIBLE.

**CAREERXCHANGE® HAS LONG BEEN RECOGNIZED AS A PREMIER EXECUTIVE SEARCH FIRM IN THE SOUTH FLORIDA BUSINESS COMMUNITY. WE HAVE REFINED THE SEARCH PROCESS TO INCLUDE COMPREHENSIVE RESEARCH, CANDIDATE IDENTIFICATION, INTERVIEW ASSESSMENT AND TOTAL MANAGEMENT OF EXECUTIVE SEARCH ASSIGNMENTS.**

**With offices in Dade and Broward Counties, we are able to offer our clients the very best in executive search services. Our consultants have in-depth local knowledge to ensure a consistently high level of quality and focus for all searches. Repeat client relationships are the foundation of our continued success.**

**We utilize a time tested approach that is designed to maximize success with any executive search assignment. This logical, structured approach is used each time we execute a search and allows us to tailor the process to address your specific needs.**

## establishing search priorities



Scheduling a meeting with the Hiring Manager is our first step in analyzing the requirement of the search, understanding the company's corporate/organizational structure and culture, the challenges of the role and the make-up of compensation ranges.

During our initial visit, we interview the incumbent, if possible, to get his perspective and feedback while determining the skills, industry/educational background, personality/cultural fit and the strategic focus needed for the role at hand.

Action items include:

- ⊕ Conducting a comparative salary and market research analysis.
- ⊕ Preparing a position specification detailing the ideal candidate profile.
- ⊕ Assisting you in building a profile of the ideal candidate against which we screen potential candidates.

## the selection

During the selection process, we use both digital media strategies and traditional recruiting methods when contacting prospects.

After the first connection is made, we engage the candidate by presenting detailed information about the career opportunity and describing the organization.

- ⊕ We will schedule an in-person interview with local candidates and should they be unavailable to meet in person, we offer flexible options to meet through Skype, FaceTime, etc.
- ⊕ Utilizing a mix of competency-based and behavioral based interview techniques, we select qualified candidates according to their interest in the role and organization, their skills/qualifications, their salary requirements and cultural fit.
- ⊕ An interview summary is prepared that details specific competencies validated during the initial meeting to submit along with the resume.
- ⊕ Reference checks are conducted to include at least one former superior and one peer. These will be provided in written form to assist in your decision making.
- ⊕ A criminal and identity background check is also conducted as well as educational verification. If requested we can also provide credit history, motor vehicle records and drug testing.



## the interview process

Preparing for the initial interview is a very intricate, and often sensitive, process. Since most candidates are already employed, arranging for a face to face interview takes time to plan. During the interview process:

- ⊕ CXC® consultants follow up with candidates immediately after the interview to determine their thoughts and impressions which will then be communicated back to you.
- ⊕ If the candidate is from out of town, our team will arrange to meet and greet them upon their arrival and arrange for transportation to their lodging for the evening.
- ⊕ Once the candidate has met with client face to face, we gather initial impressions and thoughts and communicate this to candidates where feedback is appropriate.



## the offer process

Experience makes all the difference. Our years of experience managing delicate negotiations will add tremendous value to your hiring process and help you avoid costly pitfalls. Our goal is to create a win-win for both you and your candidate of choice by:

- ⊕ Assisting you in preparing the compensation package.
- ⊕ Consulting with the successful candidate on the offer.
- ⊕ Resolving any issues and counsel on counter offers.
- ⊕ Confirming the start date and obtaining written confirmation of acceptance from the successful candidate.





## the post offer acceptance



It's not over until your new team member starts! The period between the acceptance of an offer and the start date is a critical time for a new employee and it's important they remain connected to your company during their transition phase.

During the Post Offer Period:

⊕ CAREERXCHANGE® remains in contact with you and the candidate through the start date and initial days of employment. Experience has shown that this is a vulnerable time for candidates in transition and we work to keep them connected and comfortable with their decision.

⊕ Communication with the new employee continues at 30, 45 and 90 day intervals to make certain that everything is still to their satisfaction. If there are any issues or challenges during these time frames, we can get involved. In addition, we will contact you as well to get post offer feedback. Any issues or feedback, without compromising confidentiality from the employee, will be communicated to you.

THIS METHODOLOGY HAS PROVEN ITSELF SUCCESSFUL TIME AND TIME AGAIN. OUR BELIEF IS THAT A SUCCESSFUL SEARCH IS A PARTNERSHIP BETWEEN A MOTIVATED AND INVOLVED CLIENT AND EXPERIENCED SEARCH PROFESSIONALS.

WE BEGIN BY LISTENING - THEN WE APPLY THE KNOWLEDGE WE'VE GAINED TO LAUNCH THE RESEARCH PROCESS, IDENTIFY POTENTIAL CANDIDATES, MANAGE THE INTERVIEW PROCESS AND ENSURE THE FINAL NEGOTIATIONS CULMINATE IN A **SUCCESSFUL HIRE.**

**BY DOING WHAT WE DO BEST, YOU CAN  
CONCENTRATE ON YOUR BUSINESS - WHICH IS  
WHAT YOU DO BEST - WHILE WE RECRUIT YOUR  
LEADERS FOR THE FUTURE.**

