



## Sara Pettes McWilliams Executive Search

KENT McWILLIAMS, INC.

### *Biography*

Sara Pettes McWilliams is an executive search consultant specializing in all areas of Human Resources, Learning, and Organizational Development. During almost 20 years of search experience, she has served a broad set of industries. These include professional services, financial services, health-care, pharmaceutical, diversified manufacturing, and consumer products.

Partnering with organizations ranging from global Fortune 50 corporations to entrepreneurial ventures, Sara's commitment to long-term relationships with her clients has enabled her to provide targeted HR/HRD search and consulting capabilities to serve a wide array of client needs. At any given time, at least 80% of her assignments are with clients with whom she has previously worked.

Sara graduated from Duke University with a BA in Political Science. She has been active in Human Resources since 1978, initially as a practitioner and subsequently as a search professional. Sara formed her independent practice, Kent McWilliams Inc., in 2002. Prior to that she was a Managing Partner of Abbott Smith Worldwide, a leading executive recruiting and HR consulting firm incorporated in 1966. Before joining the search profession in 1991, Sara created Human Resources Departments for two very different companies: an EPA-certified environmental testing laboratory and an international fine art foundry group.

Her professional affiliations include ASTD, SHRM and ISPI. Sara serves on the Marist College School of Management Advisory Board.

Sara will talk about Duke basketball with anyone at any time. If you call during a game you may get her voicemail – leave a message, and she'll be sure to call you back at the next time out.

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## Capabilities

Capabilities are summarized below by industry and position filled.

### Representative Positions Filled:

#### *Human Resources Generalist:*

- SVP/VP HR
- Senior Director/Director HR
- Director ER/LR
- Manager
- Business Partner

#### *Leadership/Management Development:*

- VP
- Director
- Manager
- Executive Coach

#### *Organization Development/Effectiveness*

- VP
- Senior Consultant/Consultant, internal
- Senior Consultant/Consultant, external
- Performance Consultant

#### *Training/Learning:*

- VP
- Director
- Manager
- Instructional Designer/Technologist

#### *Sales Development/Effectiveness:*

- VP
- Senior Consultant, external
- Performance Consultant

#### *Staffing:*

- Director
- Manager

#### *Sales*

- Account Executive
- Business Development Manager
- VP Client Services

#### *Compensation:*

- Manager
- Senior Consultant, internal

#### *Other functions:*

- Chief Financial Officer
- Chief Operating Officer
- General Manager
- Marketing Director

### Industries Served:

Academic Institution  
Aerospace  
Assisted Living  
Business Services  
Consumer Products  
Distribution  
Energy  
Financial - Corporate  
Financial - Call Center  
Healthcare  
High-Tech Manufacturing  
Human Resources Consulting  
Information Services  
Internet/Start-Up  
Manufacturing  
Pharmaceutical  
Professional Services  
Real Estate Development  
Retail  
Telecommunications

We have successfully filled a wide variety of positions throughout the United States. At any given time, at least 80% of our assignments are with clients with whom we have previously worked.

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# Sara Pettes McWilliams Executive Search

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Executive search services specializing  
in Human Resources, Training, and  
Organizational Development positions  
for client companies nationwide.

## *Philosophy and Values*

We are seasoned Human Resources practitioners and consultants who have been managers, leaders, and team members ourselves. We understand the investment that each party brings to the search process, and we're committed to delivering successful outcomes through an experience that is positive for everyone involved.

### *Respect*

We respect our client companies, their efforts to build and maintain successful organizations, and their needs for timely, effective talent acquisition. Consequently we are committed to understanding our clients' businesses and to representing them in the most knowledgeable, professional manner. We accept only those assignments which fall within our area of expertise and to which we can dedicate our full resources. We maintain strategic partnerships with other search professionals who demonstrate the same level of commitment and respect.

We respect our candidates, their accomplishments, and their desire for meaningful work. We are eager to develop and maintain relationships with professionals in our areas of expertise, and to partner with them in their career development.

### *Practices*

We are proactive in our commitment to workforce diversity. Valuing the trust placed in us by our clients, we never recruit a candidate from a company in which we have placed him/her, and we maintain a strict "Hands-Off Policy" at a company for a period of one year from the most recent placement.

### *Knowledge*

Critical to our clients' and candidates' success is our knowledge of the ever-evolving field of human capital. We remain current regarding best practices, strategies, tools, and philosophies through active membership in professional organizations, bench marking, and continuing education.

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We offer several levels of service, tailoring the terms of our agreement to meet the specialized needs of each client.

## *Services*

Search assignments range from executive leadership to functional specialist in individual contributor role.

In all our work, we guarantee the following:

- From initial consultation through on-boarding support, each search assignment is personally conducted by a senior level associate.
- Our sourcing includes targeted outreach as well as use of our extensive networks throughout the country.
- We proactively, regularly update the client and the candidate.
- We limit the number of assignments to ensure full dedication of our resources to each search.

We can provide sample documents upon request:

- Agreement and Scope of Work
- Project Plan
- Candidate Presentation

## *Associates*

We maintain strategic partnerships with a select group of executive search consultants located in different parts of the United States. These professionals share our philosophy and approach to the search process; all have demonstrated expertise in Human Resources, Training, and Organizational Development.

Additionally, we offer a broader solution set to our clients through our network of experienced HRD practitioners. Working with colleagues specializing in coaching and development as well as in executive search enables us to more completely address our clients' talent acquisition, retention, and improvement challenges.

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## Sara Pettes McWilliams Executive Search

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Our commitment to learning about your organization so that we can tell your story enables us to make a compelling case for joining your company.

### *Search Process*

We offer customized services for each search assignment. We have provided general information below; we will be delighted to discuss your specific needs and ways in which we might most effectively serve you.

We begin an assignment by speaking with stakeholders at the client company to learn about the organization and the position to be filled. Sample Scopes of Work, Formal Screening Documents, and Candidate Presentations are available upon request. Our commitment to learning about your organization so that we can tell your story enables us to make a compelling case for joining your company.

While specifics vary according to the terms of the agreement, in all cases we conduct in depth phone interviews with prospective candidates; we introduce those whom we determine to be both qualified and interested through presentation of resumé and written interview report.

Included in Retained Search is a weekly written research report as well as preparation of a search-specific screening document. We consult with the client to determine which candidates to include in this second, more detailed screening. Based upon these results, candidates are selected for personal interview; after this step we recommend individuals for interview with the client.

We facilitate interview scheduling, candidate and client debriefings, selection discussions, offer and acceptance. If the client fails to come to terms with candidates presented, we resume the search, focusing our efforts until the search is completed to the client's full satisfaction. We tailor each retained search assignment to the client and the position to be filled, utilizing third party assessment and testing services and background investigations as appropriate.

At the client's request, we conduct an on-boarding meeting at the client site within the first several weeks of hire.

In all cases we conduct verification of academic credentials and reference conversations.

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We execute a targeted sourcing strategy individually designed for each search assignment.

### *Sourcing Strategies*

A foundation of our practice is to work with only a few companies in each industry. This allows us to source industry-specific candidates without violating our hands-off commitments to our clients.

We are committed to encouraging diversity, and to conducting the sourcing process in a way that demonstrates respect for the client as well as for each individual contacted.

As we begin a search, we mine our proprietary database of approximately 8000 candidates, utilizing this resource to produce both candidates and referrals.

As importantly, we employ targeted research and cold-calling. Our goal for every slate of candidates is to include people whose careers we have followed, those referred to us through our extensive network, and people whom we have newly identified specifically for the current search.

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