



## Sara Pettes McWilliams Executive Search

KENT McWILLIAMS, INC.

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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