



## **CORPORATE CONSULTING ASSOCIATES, INC. (CCA) EXECUTIVE RETAINED SEARCH METHODOLOGY**

### **FACT FINDING**

Our successful search always begins with a face-to-face meeting with the client in a fact-finding interview, designed to help us become familiar with the client's company, its location and environment, its corporate structure and culture, existing executives and employees, products, and business strategies and goals for the future. Fact-finding includes using our industry knowledge, based on experience and successful searches performed by our consultants.

With an understanding of what our client wants, we develop a profile of the executive position under consideration, which will be reviewed by our client. We include a synopsis of the company, location of the position, duties and responsibilities of the executive, and what our clients requires in candidate credentials. The executive profile is a working document that is used as a tool to acquaint prospective sources and candidates with the position, and to confirm that we, in fact, understand all the important issues facing the client.

### **TARGET COMPANIES**

We believe each search is unique, therefore, Corporate Consulting Associates (CCA) provides original research for each client. An in-depth list of target companies in the same or similar industries, which compete directly or indirectly with the client is the first step taken by CCA's research department. The list is a result of comprehensive information on industry activity and trends, as well as consideration of the region in which the client is located. We make it our business to understand our client's industry and competitors.

CCA's research department conducts original, extensive investigation through trade literature, references materials and our own specialized resources. We also review our own cataloged information on companies, industries, and professionals within targeted industries, as well as access the collective resources of our database.

### **INITIAL CANDIDATE LIST**

Based on collected research, Corporate Consulting Associates, Inc. will provide an extensive compilation of prospective candidates, as well as professionals who are in a position to make informed recommendations to us. Prospective candidates are contacted directly to determine a preliminary degree of interest in the opportunity presented, and to learn relevant information that can aid in the selection of a successful candidate for the client.

During the course of our relationship with a client, research is continual, particularly when there is a synergy to be achieved in group searches. Our continuing research will include expanded geographic areas and related industries, designed to broaden our scope and produce an even greater number of qualified candidates.



## **CORPORATE CONSULTING ASSOCIATES, INC.**

### **EXECUTIVE SEARCH METHODOLOGY**

#### **THE SEARCH**

Corporate Consulting Associates record of success in the search industry remains unparalleled because of deep experience in a variety of industries, as well as our extensive global network. Potential candidates outside of the geographic area can, at our discretion, be interviewed by one of the partners, which expedites the search process. We determine which candidates best match the client's needs, based on their strengths, limitations, and suitability with the client company.

We will provide an in-depth report and pertinent executive profiles of candidates who are best qualified for the position. We will include a cover letter, which will summarize the candidate's work history, salary history, total compensation, and significant professional accomplishments.

Our report will include why each candidate may be interested in the opportunity, what compensation will be required to attract the individual, and our evaluation of the candidate's suitability for the position.

#### **IDENTIFICATION AND EVALUATION OF A FINALIST**

The most important factor in identifying talent is whether the candidate fits the client's position profile. If the person does not, they are not included in the slate of potential candidates and will not receive further consideration.

Corporate Consulting Associates will compare and rank its candidates in order of best to least qualified compared to the position specifications. We look at each candidate's industry knowledge, technical and analytical skills, management and leadership ability, advancement potential, personality and cultural fit, logistics and quality of life considerations, corporate assimilation quotient and perceived effectiveness level within the client's company.

#### **PRESENTATION OF A FINALIST**

Final candidates will be presented to the client for interviewing. It is the client's choice whether to interview only the top two or three candidates, or to interview a larger slate of qualified candidates. Corporate Consulting Associates will work with the client to facilitate a smooth and effective process.

Recognizing that the hiring decision is the most important step in the whole personnel management process, Corporate Consulting Associates will work with the client to develop an appropriate timeline.

When the client has selected a candidate who best fits the responsibilities of the position, Corporate Consulting Associates will compile comprehensive reference checks. Some reference checks may be executed prior to an offer, but many of them must postdate the acceptance to protect the legitimate confidentiality of a candidate.



## **CORPORATE CONSULTING ASSOCIATES, INC.**

### **EXECUTIVE SEARCH METHODOLOGY**

#### **NEGOTIATION ASSISTANCE**

During negotiations with the selected candidate, Corporate Consulting Associates will serve in an intermediary role and will assist the client in negotiating a compensation package that will be attractive to the successful candidate.

Corporate Consulting Associates will prepare compensation histories for all final candidates. The client has a number of choices in providing a candidate with an offer. Corporate Consulting Associates may be asked to:

- Make the approved compensation offer to the selected candidate;
- Provide the client with a specific recommendation with probability of acceptance assessments corresponding to recommended levels of compensation; or
- Be available as a resource to the client's hiring authority.

#### **CLIENT AND EXECUTIVE FOLLOW UP**

Our consultants develop and maintain relationships with candidates throughout the search process. Corporate Consulting Associates also maintains contact with the client to advise them of the results of the search efforts. In the case of group searches, Corporate Consulting Associates remains in a position to discuss management styles, according to candidate feedback.

We continue our performance by dedicating our full range of talent and resources to our client. Corporate Consulting Associates views the executive search process as the ability to contribute to the success of its clients. We see our role as providing ongoing support functions to our clients that relates to their continued success.