

## STEPS TO A SUCCESSFUL HIRE

### ASSESS YOUR NEEDS

- Discuss with you the qualifications of the person you seek to hire. This includes defining the skill set, experience, and education of the candidate best qualified to do the job. Together, we determine where this person will fit in your organization and in the department. What strengths are needed? What is the long-term vision for the department and what will be this person's role?
- Determine your process for submitting candidates to you. Do we submit to you directly; does your human resource representative also receive a copy?

### RESEARCH

- We begin the research using our contacts within the financial industry to find candidates that match the qualifications and abilities you have given us.
- Your search is included in our monthly email campaign. The email goes directly to the homes candidates who have been contacted by our office and have expressed an interest in learning about open jobs.
- Your search is posted onto our web site the NPAworldwide web site and additional effective job boards.

### RECRUIT & QUALIFY

- We then recruit the old-fashioned way, one call at a time. We continue to call contacts throughout the process until you tell us that you no longer want to see additional candidates.
- Once we have identified candidates who have an interest in advancing their careers, we evaluate them to see if they are qualified for your open position. We send only qualified candidates who have the talent to contribute to your success.
- We address the issue of a "counter offer" with them. What are the possibilities of them receiving and accepting a counter offer? We also inquire if the candidate is interviewing with other companies.
- Once we are sure that a candidate is qualified, we gain their interest in your position using the information that you have given us.

### SUBMIT

- Along with the resume, we send an introduction containing candidate information not found on the resume, such as his or her reason for leaving, personal information, and salary expectations.

## **INTERVIEW**

- We assist in the scheduling of all telephone and personal interviews.
- We prepare you for the interview by providing as much information about the candidate as possible.
- We prepare the candidate for the interview by providing information about the position and your company.
- In instances involving relocation, we provide the candidate information about the community.
- During this process, we stay in contact with the candidate to insure his or her enthusiasm and to obtain feedback for you as to the candidate's concerns.
- We continue to monitor the possibility of a "counter offer" from the current employer and the candidate's interviewing activity.

## **REFERENCES**

- We check references of the candidate and submit the references to you in writing. We design our questions with your direction; you always have the option of rechecking references yourself.
- We are not afraid to pull a candidate if we find out that this person is not who they represent themselves to be or simply are not qualified.

## **OFFER**

- We review the offer with you and represent you in negotiations with the candidate.
- Once we are sure that the candidate will say yes, we assist you when you extend the final offer.
- We assist in the development of the formal offer letter with you and review the final offer letter with you.

## **FOLLOW UP**

- Once the candidate has started employment, we follow-up with the candidate and you to help smooth over any rough spots in the transition.