**Retained Search Agreements…**

are utilized to fill critical, high-impact, executive level positions requiring extensive research and effort to identify and recruit qualified individuals, the executives looking for new roles as well as the hard-to-reach, passive candidates, maintaining discretion and confidentiality with all outreach efforts. While all staffing partnerships comes with some level of personalization, retained search agreements help clients avoid using multiple vendors who often contact the same people, ultimately providing fewer optimal candidates. For candidates, hearing from an exclusive retained recruiting firm sends the message the hiring team is serious and committed to filling the position.

The up-front retainer demonstrates a high level of investment in the search, allowing all parties to operate in good faith putting their greatest efforts to find the right candidate for the current search while establishing a long-term relationship for future searches.

Retained Fees are calculated on a “performance” fee structure, in three installments.

Estimated Fee: 20% of the first year’s total compensation package

**Recruiting Process** – looking to see the bullets below crafted into a flow chart (see attached flow chart)

1. Candidate Consult/Advisement & JD Review
   * CEO
   * HR Team
   * Hiring Manager
   * Candidate’s Peers
2. Sourcing
3. Candidate List Generation
4. Internal Team Review
5. Candidate Outreach/Pre-Qualifying Interviews/Documentation
   * Resumes
   * Bios
   * LinkedIn profiles
   * Other (Portfolios/Client List etc)
6. Present Candidates/Internal Assessment
7. Candidate Response Review
8. Interview Schedule/Management
9. Candidate Interview Prep
10. Post-Interview Feedback
11. Offer Process

Graphical user interface, application, Word

Description automatically generated