

THE SEARCH PROCESS

A successful search is characterized by a flexible organized process, an aggressive recruitment program, and a thoughtful public relations and transition plan. Because the needs of each search are unique, our approach is both consultative and adaptive. We enable search committees and decision makers to integrate these key elements into the process.

Understanding the Organization

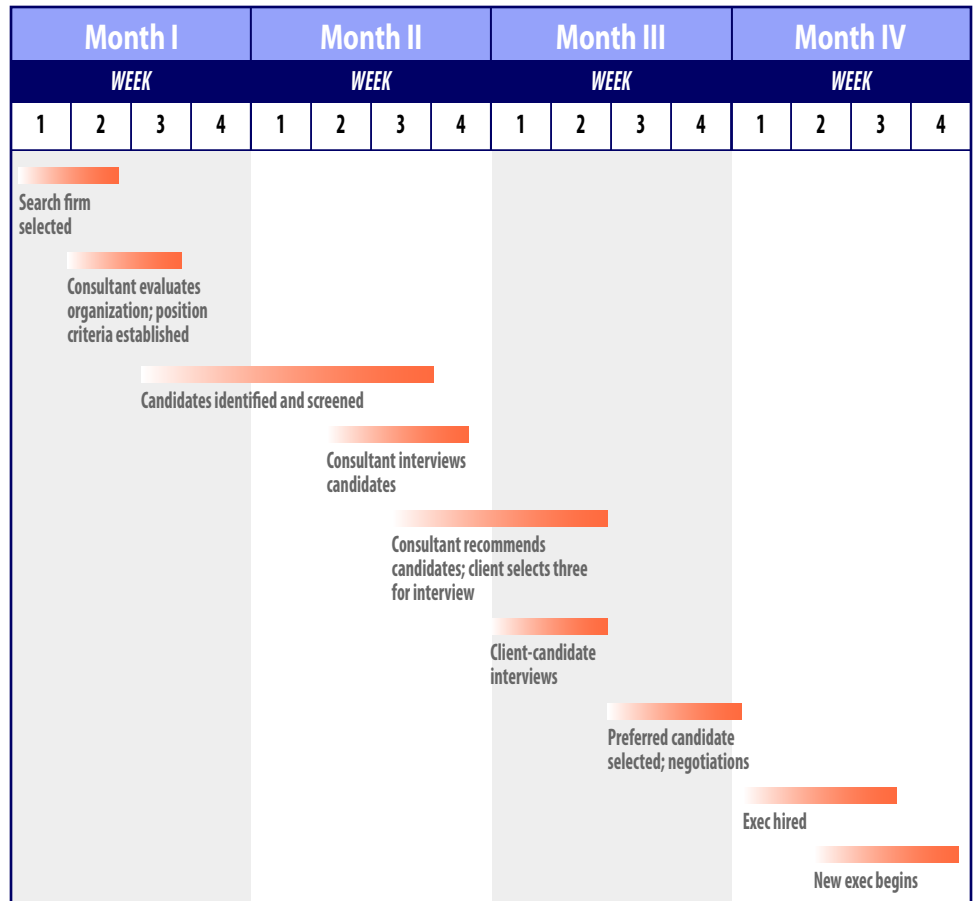
A search assignment begins with a thorough assessment of an organization's structure, strategic goals, culture and leadership needs. We interview members of the management team including the CEO and human resources vice president, key managers, board of directors, and other corporate constituents to determine the best search strategy.

Organization Assessment and Strategic Consultation

We present our findings in person to the client to encourage open exchange and cement the strategic partnership that is essential to a successful search. We advise the client of barriers to the search and recommend strategies to overcome them. We serve as a strategic advisor on a variety of organizational and leadership issues throughout the consulting assignment.

Defining the Position

We subsequently will prepare detailed position specifications to clearly define the purpose of the position, his/her duty to support the client's vision, mission and values, and general functional responsibilities, major challenges, accountabilities, and competencies essential to successful performance.



Managing the Search

We develop a search strategy, including geographic and organizational targets, followed by thorough data base and on-line research, activation of referral networks and use of the extensive personal contacts of our experienced search consultants.

Identification of Candidates

Our goal is to identify candidates whose leadership style and accomplishments mirror our client's needs. We plan a national search, and we rely on our consultant and industry contacts. We evaluate all candidates – including internal candidates – that clients refer to us. We also recognize our clients' commitment to diversity in the work place. We have a long-term record of placing women and minority candidates.

Screening the Candidates

Matteson Partners conducts in-person interviews with the strongest candidates and evaluates them against the client's specifications for skills, experience, management style and values. We also verify credentials, conduct personal reference checks and verify academic degrees and professional qualifications.

Candidate Evaluation

We conduct in-depth evaluation interviews with each screened candidate to assess the potential for success within your organization, as well as a serious interest in the position. We evaluate internal candidates using the same process as external candidates. We seek out and speak with several individuals who can provide confidential professional and/or personal references on each candidate including, where appropriate, current and former employers to determine management style, skills, strengths and accomplishments.

Presentation of Candidates

Once we have evaluated the most qualified candidates, we schedule a meeting with the client to review each candidate in-depth. Once the client has determined the finalist, we will perform additional reference checks.

Advising During Interviews

Matteson Partners presents qualified candidates to the client by using unaltered resumes and the search consultant's professional evaluation. We also coordinate preliminary and follow-up interviews of candidates with the client.

Client Interviews with Candidates

We are available to be on-site to assist you and others at every step as you prepare for and conduct interviews with the identified candidates. We believe our feedback on interviews may be helpful as you determine the most suitable candidates.

Negotiation Assistance

Once our client decides to extend an offer, we are available to assist you in preparing and negotiating an executive compensation package.

Assisting with Final Selection

We achieve closure by assisting with the negotiation of such critical issues as compensation, benefits and perquisites.

Monitoring the Match

Matteson Partners also communicates regularly with the client and the new executive for at least six months to ensure mutual satisfaction. If the placement leaves before one year, Matteson Partners will conduct a search for a replacement at no charge to the client (excluding expenses). ■

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