

# The Weatherhills Group Recruitment Services

## Engaged vs. Contingent

### Primary Objectives:

**Engaged:** find the best talent that will be an outstanding fit and future top performer

**Contingent:** submit candidates as quickly as possible for client interviews

Fundamental Process Steps • WHG Services	<u>Engaged</u>	<u>Contingent</u>
<b>Opportunity Assessment</b>		
• Gain understanding of client hiring needs, objectives and time-lines	✓	✓
• Review job description and compensation structure	✓	✓
– Identify highlights and priorities	✓	✓
• Interview client stakeholders	👤 👤 👤	👤
• Develop pertinent market overview	✓	
• Standardize script describing opportunity and company to prospects	✓	
<b>Prospect Search</b>		
• Create candidate profiles, including search / qualifying criteria	✓	✓
– Required	✓	✓
– Preferred	✓	
• Establish score card	✓	
• Build prospect pool, sources to include:	✓	
– Internal data base	✓	✓
– External data bases	③	①
– Contact calls for referrals of unpublished candidates	✓	
– Professional organization membership listing	✓	
• Group and assign preliminary ranking	✓	
<b>Candidate Screening</b>		
• Develop qualification and interest assessment questions	✓ (inc client ?'s)	✓
• First calls to prospects	✓	✓
– Contact target #	100% of prospect pool	# needed to fill interview quota
– Identify inclusion qualifications	required & preferred	required
• Second calls – confirm qualifications, interest & set expectations	✓	✓
• Third calls – affirm potential offer will be accepted	✓	
• Call former manager of candidates being considered for interviews	✓	
• Submit qualified candidates to clients	2 lists (required & preferred)	as they are identified
<b>Client Interviews</b>		
• Forward resumes of qualified to client	✓	✓
• Preview qualified candidates with hiring manager	✓	
• Develop interview schedule, first thru final interviews	✓	
• Schedule and confirm times for each round of interviews	✓	✓
• Prep candidates for each interview	✓	✓
• Debrief candidates after each interview	✓	✓
• Review impressions and assessments of candidate with client	✓	✓
• Inform all candidates of client's decision	✓	✓
<b>Transition Support</b>		
• Communicate offer and facilitate negotiations	✓	✓
• Perform reference checks	✓	
• Guarantee	90 days	30 days
• Six month status check	✓	