



A la carte Recruitment Solutions

Sterling Martin Associates offers an array of *à la carte recruitment solutions* that can be customized for your recruitment needs. These solutions are well suited for organizations handling a portion of the search process on an “in house” basis. Our *à la carte recruitment solutions* include:

- Development of the Position Description / Position Profile
- Candidate Research and Identification
- Contract Recruitment / Response Management
- Candidate Screening Interviews
- Interview Facilitation
- *Executive/Organizational Profile Report*
- Background Check
- Reference Checks

Individual services or a combination of services are available.

Development of the Position Description / Position Profile

Not sure where to start or need help updating an outdated position description? Sterling Martin will consult with your hiring and/or human resource executives to develop a comprehensive position profile. We will help you to define the scope of the position responsibilities, experience required, core competencies, ideal characteristics, and key criteria for success.

Candidate Research & Identification

Seeking to expand your candidate pool? Sterling Martin’s Research Associates will identify specific candidates in targeted organizations to supplement your advertising campaign. We provide verified name, organization, title and contact information.

Additionally, we will send an email announcement regarding your opportunity to our internal database of thousands of top-notch candidates and will also post position announcements on Sterling Martin’s website and on our LinkedIn, Facebook, and Twitter accounts. Screening of candidates is the client’s responsibility for this level of service.

Contract Recruitment/Response Management

Need help screening and qualifying all of those resume responses? Sterling Martin Associates' experienced recruiters can help during this very important phase of your search by:

- Providing assistance in drafting compelling advertisements and job postings (if not already advertised by client) and providing advice on their placement on websites and in publications.
- Screening all résumé responses and interviewing potentially qualified candidates via telephone. This will include a review and assessment of such areas as career history, educational background, communication skills, compensation and relocation information, general fit for the position, and degree of interest in the opportunity.
- Conducting behavioral-based, telephone interviews relative to core competencies desired.
- Providing a written Executive Summary Report for the most qualified candidates.
- Sending acknowledgement / decline letters to unqualified candidates.
- Conducting reference checks on the finalist candidate. If requested by the client, Sterling Martin Associates will conduct a background check on the finalist candidate which includes a verification of all degrees, and a credit and public records (court/criminal, etc.) check.

If requested by the client, Sterling Martin Associates will conduct an in-person interview with finalist candidates and write full candidate reports on those candidates recommended by Sterling Martin.

Interview Facilitation

Sterling Martin Associates can assist with the candidate interviewing process. This can be very helpful where search teams or search committees are involved. These services include:

- Providing materials for interview team, including:
 - Recommended procedures for the interviews;
 - Suggested interview questions;
 - Guidance on interviewing techniques; and,
 - A candidate evaluation system

- If requested, Sterling Martin can also provide onsite consultation to the interview team and participate in onsite interviews with the client.
- Being available to assist in final negotiations with the successful candidate.

Background & Reference Checks

Background Check

Sterling Martin Associates will conduct a background check on candidates, including verification of all academic degrees, and a review of credit and public records (court/criminal, etc.).

Reference Checks

Sterling Martin Associates will contact the finalist candidate's previous supervisors, peers, or subordinates (as appropriate) to conduct reference checks. We will provide a written, transcript-style report to the client.

Executive/Organizational Profile Report

Our ***Executive/Organizational Profile Report*** is particularly well suited where search committees or search teams are involved. The *Profile Report* is a pre-search "environment study" of your organization that sets the stage for a successful search. It is developed through interviews with as many stakeholders as appropriate and possible. Our consultants act as an independent, confidential, sounding board for search team members. We can advise you on your open position's competitiveness in the marketplace. We bring organization and a disciplined time-frame to a process which can often lose focus or cause delays in starting the search.

The *Profile Report* is developed through one-on-one, confidential interviews with search committee or search team members. The report describes the organization, its context and strategic challenges, the specific objectives and expectations established for the new executive, and the resulting personal and professional characteristics of an ideal candidate. We also review organizational information such as your website, financial statements, strategic plans and employee benefits.

Key activities involved in preparing our report include:

- Reviewing the mission, strategic goals, and current "state of affairs" through an evaluation of the position description, mission statement, website, annual report, financial statements, and strategic plan.

- Conducting one-on-one confidential interviews with search committee or search team members, including senior staff.
- Conducting a site visit to the organization's location to meet with key professional staff and to develop a familiarity with the facilities.
- Preparing Executive/Organizational Profile report based on our Consultant's research and interviews.