

## Assisted Search

Clients choose to utilize our Assisted Search process for several reasons. This option also provides the expertise and process of a professional executive search firm for a fraction of the cost.

Hawes Partners provides you with assistance and impartiality throughout the assessment and selection process. We use our expertise, methodology and complete interview process to assess candidates, build profiles and highlight their relative strengths and weaknesses. Essentially, we apply our full selection process to applicants that have been identified internally or through advertising. Please note that this option does not make use of our research and "headhunting" capabilities. For the Assisted Selection, our process is as follows:

1. **Understand Your Needs.** We will meet with your search committee and interview members of your senior management team to ensure that we have a thorough understanding of the needs, goals, and culture of your organization. Based on these discussions, we will develop a list of candidate qualifications and search parameters.
2. **Advertising.** Assisted Search is generally a service that is coordinated with your Advertising campaign. We can assist in preparing postings, advertising and schedules.
3. **Candidate Identification.** By means of either an advertising campaign or your own internal candidate identification process, we will have a group of applicants to work with.
4. **Candidate Processing & Selection.** Once a group of qualified candidates has been identified, we begin our formal interview process. First, an extensive personal or telephone interview is conducted. This, combined with the information gathered during the recruiting process, will give us a basis for making assessments of each candidate's ability to meet your needs and the level of cultural fit with your organization. A list of the most qualified candidates is then presented for your review. From this, we further narrow the field to a short-list of candidates who will meet with your selection committee. If needed, we can help prepare or provide interview questions, make arrangements for meeting space and assist in other logistics. In-depth reference checks are conducted on the finalist candidate. We work with both you and the candidate to deal with any last minute issues and assist in negotiating an offer and start date.

To request more information on our search process. Please do feel free to call us.