

Executive Search Process

5 Steps

Proven Approach

- ✓ Consultative
- ✓ Customized



Step
1

Understand and articulate the opportunity

- + Collaborate with key stakeholders to assess and understand your organizations' needs.
- + Recommend solutions to barriers identified.

DELIVERABLE: candidate-facing **Position Profile:**

- ✓ Overview of your organization and location
- ✓ Candidate requirements
- ✓ Key attractions of the position
- ✓ Responsibilities of the position
- ✓ Expected first-year deliverables

Find the best candidates

Armed with your Position Profile, we develop and deploy proven search strategies and tactics to identify a pool of highly compatible candidates:

- + Target specific geographic locations and organizations
- + Establish timelines for the search
- + Conduct proprietary database research
- + Complete on-line research
- + Target advertising, referral networks, direct mail, email and telephone contacts



Step
2



Step
3

Focus on the best fits

- + **KBA** carefully screens all candidates, including any internal candidates, using the same criteria.
- + **CLIENT CHECKPOINT:** discuss the first round of candidates to narrow the field.
- + **KBA** conducts a second round of in-depth personal interviews with the top candidates.

- ✓ Credentials verification initiated
- ✓ Professional references checked

Kirby Bates' Executive Search Process

Interviews

We arrange logistics for on-site interviews and provide support for any internal candidates. We brief each candidate prior to on-site interviews to be sure they know what to expect and how to prepare.

DELIVERABLE: Candidate Presentation is a 360-degree description to brief the client on each semi-finalist to assure an efficient and productive interview process.

- + Standardized candidate resume
- + Candidate's executive summary
- + Candidate's "in their own words" written responses to curated interview questions

- + Verification of education and licensure credentials
- + Summary of references



Final Selection & Integration

After interviews, we facilitate your final decision and assure a smooth transition.

- + Debrief and discuss each candidate's strengths and organizational fit
- + Provide market insights to develop compensation package and Offer Letter
- + Present offer and facilitate its execution
- + Release candidates not selected
- + Close contact continues for a year to ensure mutual satisfaction

Why Choose Kirby Bates?

- + **Laser focus on our primary goal:** driving healthcare organizations to achieve high quality, cost-effective patient care through a comprehensive platform of proven services, including Executive Search, Interim Leadership, Leadership Coaching and Operations and Financial Consulting.
- + **Firsthand experience as former healthcare COOs and CNOs** informs our clear understanding and ability to articulate challenges and develop tailored leadership solutions.
- + **Strong national professional network and extensive database** to identify the best possible candidates for your searches.
- + **Specific deliverables** that are proven to assure successful candidate selection.
- + **Mindfulness of our strongest growth factor for over 30 years:** candidates who return as clients, and clients who return for multiple engagements. We are committed to building long-term relationships.
- + **Your satisfaction is guaranteed.**



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