

The Hiring Greatness Recruiter Score Card

How do you choose an Executive Search Professional that's right for your organization?

Circle Yes or No or Maybe to the questions below and tally the points at the bottom --- then calculate your score to see what is prescribed by the total point value at the bottom of the page.	Yes	No	Maybe
1. Is the search professional free [unrestricted] to recruit from your direct competitors?	4	0	1
2. Does the search professional understand the role you need to fill?	4	0	1
3. Will an experienced search professional actually perform the search?	4	0	1
4. Do they have a high success rate?	4	0	1
5. Does the firm offer a performance guarantee?	4	0	1
6. Will the executive search professional portray your company in the marketplace in a manner that is wholly satisfactory to you?	4	0	1
7. Does the search professional have experience recruiting at similar levels?	4	0	1
8. Who makes the initial contact with prospective candidates? Does the search professional make the initial contact with prospective candidates?	4	0	1
9. Can they articulate a well conceived strategy with identified target companies organized by primary and secondary industry verticals?	4	0	1
10. Has the search professional ever had Profit and Loss (P&L) responsibilities?	4	0	1
11. Is the Executive Search Professional (ESP) personally on any boards or committees related to your industry?	4	0	1
12. Are they able to devote an adequate amount of time for your search?	4	0	1
13. Will the search professional work on your assignment until it is successfully completed?	4	0	1
14. Does this recruiting firm conduct business in an ethical manner?	4	0	1
15. Are they going to approach both "active" and "passive" candidates with equal fervor?	4	0	1
16. Are they experienced with structuring executive compensation packages?	4	0	1
17. Does the search professional have experience with executive relocation?	4	0	1

18. Is the search professional willing to meet all the stakeholders who affect the success of the position?	4	0	1
19. Does the search professional's domain expertise hurt or help you?	4	0	1
20. Do you sense the search professional is going to be a true partner?	4	0	1
21. Is the ESP physically located in the geographic area where the position is located?	4	0	1
22. To your satisfaction, can the ESP logically describe a typical search?	4	0	1
23. Are they objective?	4	0	1
24. Do they have a pragmatic reference check process which they will open up for your inspection?	4	0	1
25. In addition to a mere resume, with the ESP provide you with highly detailed supplemental candidate information such as a "Confidential Candidate Brief?"	4	0	1

TOTAL SCORE:

Recruiter Score Card Rating

How Tally the score card by adding the suggested points in the Yes-Maybe-No columns to arrive at a grand total.

Now we caution you, there's not an ESP / Firm anywhere in the world that would likely ace the above grid with 100 points. That acknowledged, how did the ESP and the firm rate?

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|---------------------|---------------------|--|
| 80 - 100 | Green Light | This is an ESP and a firm you should seriously consider partnering with. |
| 60 - 79 | Yellow Light | Don't necessarily knock this firm out, but interview additional ESP's. |
| Below
60 | Red Light | The firm clearly does not meet your needs, - open dialogue with other ESP's. |