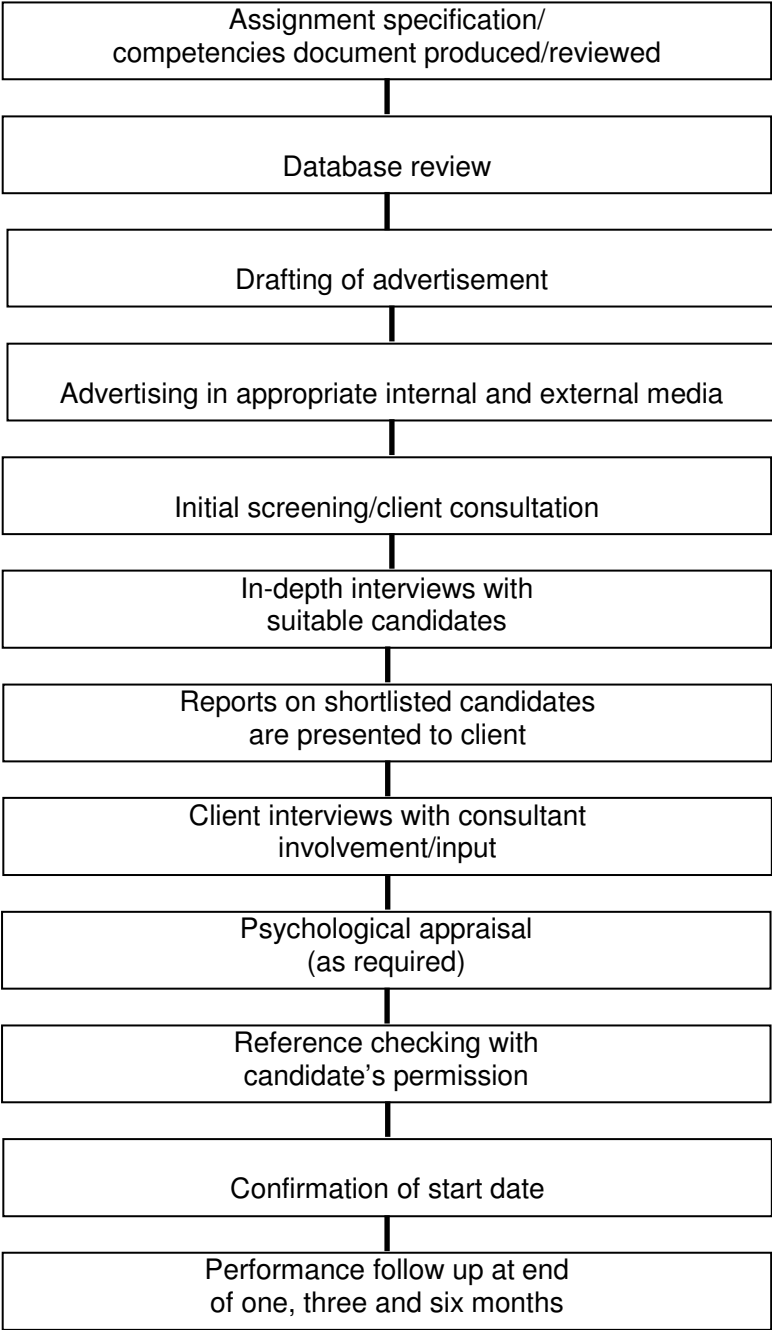


# Selection



## **APPENDIX 1 EXECUTIVE SELECTION PROCESS (Contd)**

To complete this process:

- We obtain from you a full briefing on the organisation, its operations and corporate philosophy, the specific position responsibilities, person requirements, career prospects and remuneration details. This is distilled from all viewpoints and decision makers.
- An advertising schedule is recommended and agreed with you and proposed advertising copy is submitted for your approval.
- We deal with all enquiries, acknowledge all formal responses to an advertisement and select suitable applicants for interview. This may include persons already known to us together with internal applicants.
- Detailed interviews are conducted and candidates selected for inclusion in a short list.
- Comprehensive reports are submitted to you on each short listed candidate, incorporating formal psychological appraisal where appropriate.
- We coordinate your interviews with final short listed candidates.
- We carry out confidential and detailed reference checking on each preferred candidate.
- We are available to facilitate final negotiations on salary and benefits, where required.
- We provide appropriate advice to unsuccessful candidates.

## The Client. Your Role

