



Executive Search

Searching on a mandate basis

The success of a mandate contract lies in an in-depth analysis of the situation as it currently is, including the definition of the applicant target group as well as a systematic, requirements-oriented course of action. Of course we will guarantee a discrete implementation of your search mandate. A mutual, transparent and regular exchange within which we will actively participate, will guarantee you an efficient recruitment process.

OUR COURSE OF ACTION

DEFINITION OF THE MANDATE

A discussion on personal orientation, with you as the contract provider, will serve as the basis for our exacting requirements analysis. The following information will play a relevant role in the mutual development of a requirements profile, as well as for the search which we will carry out afterwards:

- Industry knowledge
- Corporate culture
- Content of the position
- Superiors and team constellation
- Framework conditions

SEARCH

Our search will take place through suitable publications for target groups and through mutually agreed channels, a direct approach, which we will define together, as well as the use of internal and external networks.

PRE-SELECTION

On the basis of a systematic search we will present to you a first round choice of possible candidates. Of course we will already have cleared up the basic framework conditions required in advance. Together we will choose who we consider to be the candidates with the best potential.

INTERVIEWS

We will carry out intensive structured interviews with the candidates deemed for priority, which will take place at our offices. After the interviews have been successfully carried out we will make a decision in relation to the top 4-5 profiles and we will then recommend them to you.

PRESENTATION OF THE FINAL CANDIDATE PROFILES

You will receive precisely detailed candidate dossiers from us, including individual and transparent interview evaluations (description of the personality profiles). The discussions relating to the applicant profile will take place personally at your location or by telephone according to your preference.

FINAL SELECTION

Further interviews will be held at your company premises. We are happy to assist you in coordinating the programme of appointments. Upon request we gladly reserve our meeting room for your round of interviews.



STEFFEN & PARTNER

REFERENCE INFORMATION

Decisions about obtaining references for the final group of selected candidates are subject to your requirements and the consent of the client.

FOLLOW UP CARE

Follow up care is an important aspect for us during the trial period.

We underscore excellence in the search process with a generous guarantee.

ADDITIONAL CLARIFICATION / SERVICES

Optionally will carry out further clarification of suitability for you, such as the carrying out of our personality check, which enjoy a high level of recognition and popularity with our clients as a 2nd opinion.

Your contacts for this service are:

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