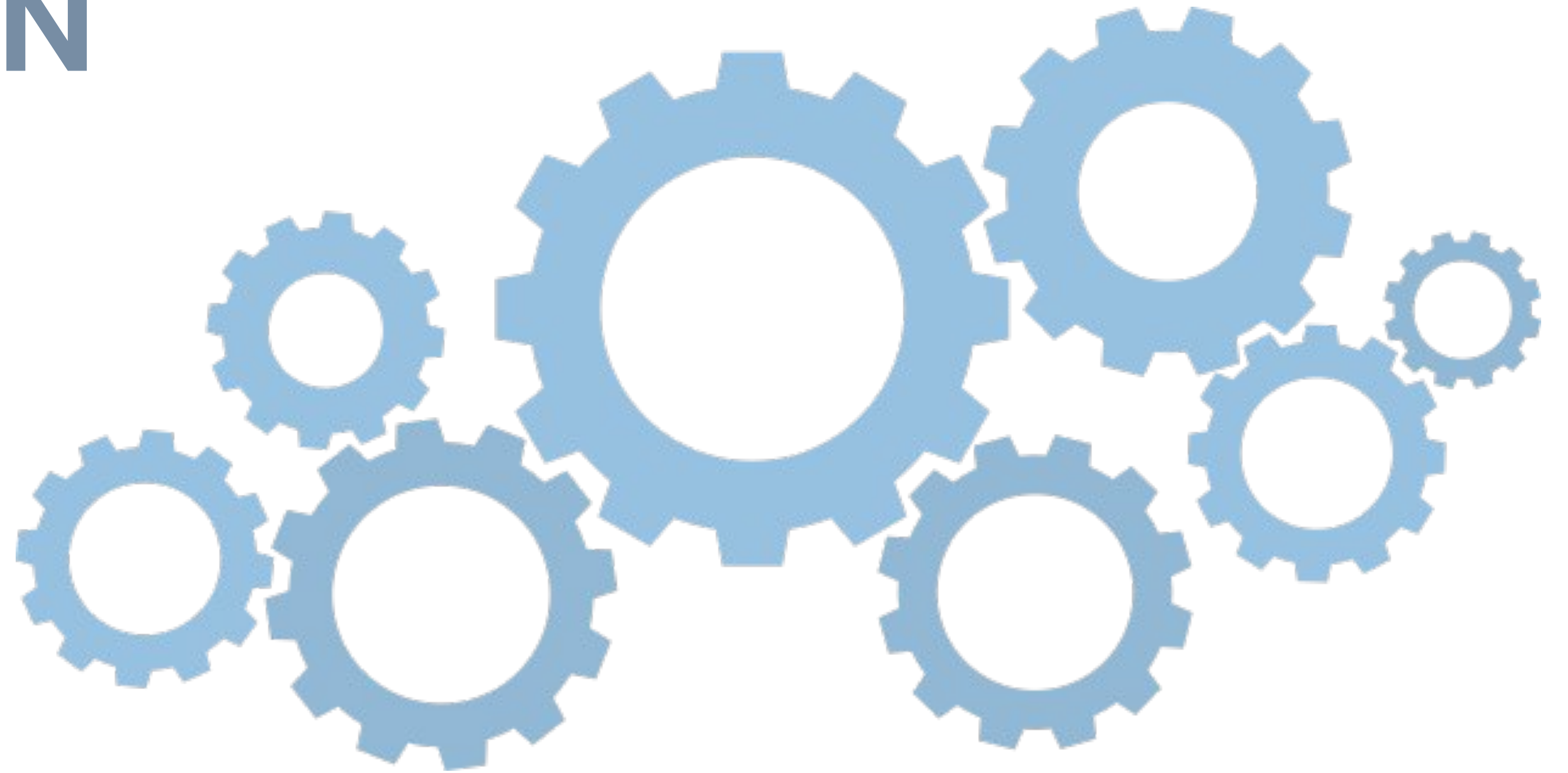


THE EIGHT STAGES OF SUCCESSFUL RETAINED SEARCH

STAGE 7: DECISION



Presented by Christian Spletzer, CEO of Clockwork
After years of working as an executive recruiter, Christian Spletzer founded Clockwork to improve every aspect of how search firms and clients work together on retained search projects.



WHAT YOU'LL LEARN

- How to assist the client in making a final decision
- Conducting reference checks
- Prepare for negotiations
- Steps to closing the search project



THE EIGHT STAGES OF SUCCESSFUL RETAINED SEARCH



STAGE 1: FIND WORK

Leverage past work to find opportunities

STAGE 2: WIN WORK

Introduce process and demonstrate expertise

STAGE 3: SET STRATEGY

Establish research strategy and candidate criteria

STAGE 4: RESEARCH

Execute research strategy and build research

STAGE 5: OUTREACH

Attract qualified, interested, and available candidates

STAGE 6: ASSESSMENT

Screen and present candidates to clients

STAGE 7: DECISION

Client confidence drives results

STAGE 8: CLOSE & GROW

Nurture relationships and grow

SOLUTIONS FOR: ✓ Client Management ✓ Team Management ✓ Data Management ✓ Business Development



**ENSURE BOTH THE CLIENT &
CANDIDATE HAVE THE INFO THEY NEED
TO MAKE A FINAL
DECISION**

PLAYING THE ROLE OF **THERAPIST**

THIS WILL DEPEND ON YOUR CLIENT RELATIONSHIP



- Help your client think clearly
- Provide appropriate context
- Help them understand who best fits their team

ADDITIONAL SERVICES

- Reference/background checks & personality testing
 - Ask the hard questions
 - Learn unique bits of info about candidate
 - ID red flags



PREPARE FOR NEGOTIATIONS



- If need be, act as an agent for the client
- Pre-sell but don't sell
- Temper expectations & guide the conversation
- Leave your commision out of the equation

ENSURE A SUCCESSFUL PLACEMENT

OFFER + ACCEPTANCE = CONTRACT

THE **LAST STEPS** TO COMPLETE YOUR SEARCH

- Establish start date & compensation
- Document everything that is agreed upon
- Follow up with client & candidate to ensure they complete necessary tasks
- Follow up with finalist candidates





Like what you've learned?
Need help implementing it?

Our **complete business solution** for retained search firms is built exclusively to guide and support your firm in **all eight stages**.

Find out more at
clockworkrecruiting.com.

