

EXECUTIVE SEARCH

We provide an executive range of recruitment services tailored to top tier roles.

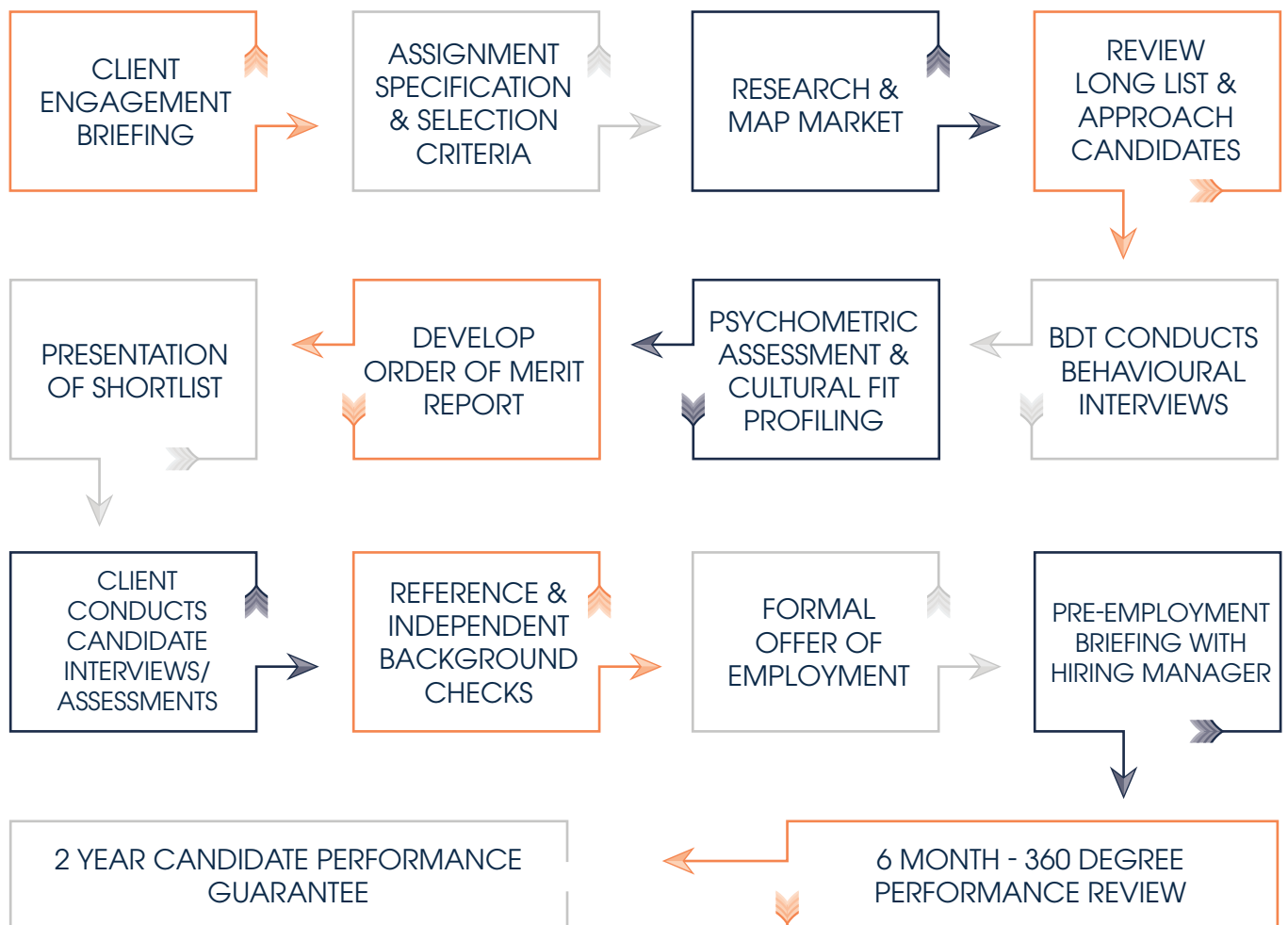
Executive search is a specialised recruitment methodology tailored to identify, qualify and assess leading industry executives and professionals regionally, nationally and internationally. Executives of this nature don't necessarily search job boards or have public profiles. Extensive networks of industry contacts, and intimate knowledge of the industries involved is required. It can also be used for roles with niche skill sets where candidates are not readily available within the market or sensitive, confidential roles.

Some examples of roles we have completed include;

- Board Directors (executive & non-executive)
- Chief Executive Officers & Managing Directors
- Chief Financial Officers & other C-Suite Executives
- General & Functional Managers
- Commercial, Financial & Accounting Managers
- Senior Engineers, Project Managers & Technical Teams
- Sales & Marketing Managers

Each client engagement is individually tailored to develop successful outcomes for that challenge. Each candidate is unique in their style, motivation and expectations. Our methodology is flexible in meeting these needs while being focused on a process of excellence.

THE PROCESS



CLIENT ENGAGEMENT AND ASSIGNMENT SPECIFICATION

We meet with our clients not only to prepare a project scope but to develop a deep understanding of the organisation's goals, targets and culture. This is important when searching for the right fit candidate.

We then prepare a comprehensive assignment brief and organisational profile to provide the candidates. This covers required competencies, responsibilities, KPI's and remuneration.

RESEARCH AND MARKET MAPPING

We create an exhaustive list of potential industry, organisational and individual targets for consideration. This pool is created from searching our database of candidates, enquiries to our industry contacts, targeted searches on industry databases and professional forums and, when required, traditional advertising methods such as job boards, print media and social networks.

Our research process is then distilled to a list of candidate biographies for analysis in a long list review.

REVIEW OF LONG LIST

Our consultants meet with clients to review the results of our market mapping exercise to discuss potential candidates prior to

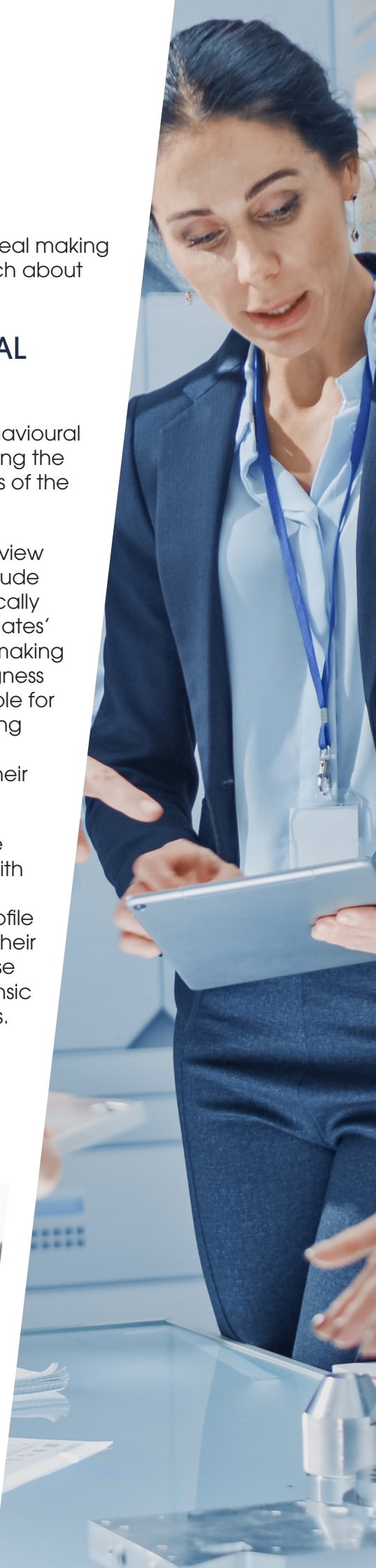
Beilby Downing Teal making a direct approach about the role.

BEHAVIOURAL INTERVIEWS

We conduct behavioural interviews targeting the focus capabilities of the role.

Behavioural interview questions will include questions specifically targeting candidates' ethics, decision making ability and willingness to be accountable for decisions by asking them to provide examples from their working life.

Responses will be cross-checked with the candidates' psychometric profile to further assess their interview response against their intrinsic behavioural traits.



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PSYCHOMETRIC PROFILE

In order to assess candidates ability to adapt to the organisational culture of our clients we use detailed psychometric profiling to identify candidates' natural dispositions relating to honesty, integrity and the ethical requirements of the role. In consultation with Organisational Psychologists we develop tailored psychometric assessments for each role.

Psychometric assessments measure the following attributes of candidates;

- **Cognitive Reasoning:** verbal, numerical and abstract reasoning.
- **Personality Profile:** this self-assessment will identify 16 personality traits and styles related to the individual's interpersonal style, thinking style and coping style.
- **Values and Motivators:** this assesses an individual's key motivators

Areas of concern raised during the psychometric assessment can be explored during follow up interviews. Beilby Downing Teal tailor a number of questions to further investigate those areas incorporating the CBI (circumstance, behaviour, impact) methodology.

Referee questions may also be tailored to find out how the candidate reacted in the real world to concerned situations.

PRESENTATION OF SHORT-LIST AND ORDER OF MERIT

After behavioural interviews and appropriate assessments have been completed, our consultants will again meet with the client to undertake a comprehensive review of the short-listed candidates and schedule client interviews with the candidates.

INTERVIEW DEBRIEFING

Consultants will meet with clients to debrief after the client interviews have been completed. This review will determine specific areas of questioning for referees, any further assessment required such as work samples, or where we may be required to source further candidates.

WORK SAMPLE ASSESSMENT

Short-listed candidates may be asked to complete a work sample assessment to demonstrate their skills. These are tailored to the role by our organisational psychologists.

Depending on the capabilities being assessed, our team of psychologists will determine the relative weighting of the various assessment methodologies. The internal human resources or hiring manager may also provide advice during this process.

VERIFICATION OF QUALIFICATIONS

We collect and verify copies of all relevant qualifications and professional memberships that candidates hold.

BACKGROUND CHECKS

We conduct thorough background checks through our third party partner. These checks can include, but are not limited to criminal background, professional and academic qualifications and financial history checks.

RIGHT TO WORK VERIFICATION

We conduct pre-employment work rights checks on relevant candidates through the visa entitlement verification online facility on the Department of Immigration website.

REFERENCE CHECKS

Our consultants conduct comprehensive reference checks, tailored to the specific requirements of the role and our clients organisation.

Our reference checks use information gathered from the interview and psychometric assessment to hone in on and build an understanding of how candidates managed any areas of potential concern.

OFFER OF EMPLOYMENT

Consultants meet with the client and candidate to facilitate the formal offer of employment for the successful candidate.

PRE-EMPLOYMENT BRIEFING

Often the hiring manager may not be the client who ran the recruitment process, and our consultants will meet with direct managers

or direct reports to provide a pre-employment briefing on what to expect from their new employee.

POST PLACEMENT FOLLOW UP

Once a candidate has been placed our consultants will conduct regular follow ups with both the candidate and the hiring manager to review the candidate's performance and organisational fit. We do this regularly during the first month, and then monthly up to six months.

After successful completion of six months for executive and retained assignments, we can offer a 360 degree review, which is completed by organisational psychologists.

Where we are engaged to undertake an assignment on a retained basis, we offer an industry leading two year performance guarantee.

To ensure the candidate continues to perform as expected we complete quarterly reviews with both the candidate and the hiring manager.

