



FORSHAY

SMART SEARCH

OUR EXECUTIVE HIRING PROCESS

1 CLIENT RESEARCH

Investing time with you up front is critical in a successful search process. Understanding your company's history, goals, vision and culture are critical to a successful placement.

2 POSITION SPECIFICATION

The Position Specification/Description is the foundation of an efficient executive search. This critical document ensures that everyone involved in the process has a mutual understanding of the search criteria and allows us to measure candidates against agreed-upon expectations.

3 CANDIDATE RESEARCH

Often the most qualified and highly desired candidates are not actively looking for a new position. To seek them out, we will make full use of our extensive database and personal network of global executives. Additionally, we perform original research, establishing a universe of potential candidates by targeting employers within specific industries and related sectors.

4 SCREENING

Forshay contacts potential candidates to determine their level of qualification and to interest them in our client's opportunity. We use discreet, personal approaches to screen qualified candidates and often times find additional and crucial information not found on their LinkedIn profile or résumé.

5 INTERVIEWING AND EVALUATION

We strive to interview candidates in person and in depth to get a thorough and realistic understanding of their experience, skill set, accomplishments, personal traits, capabilities, and objectives.

6 CANDIDATE PRESENTATION

We generally try to present an initial candidate as early as possible for calibration. We present résumés, and a report on each candidate articulating the strengths and why we feel he/she is right for the job.

7 DEEP REFERENCE CHECKING

Forshay confidentially conducts reference checks with those individuals who are, or have been, in a position to evaluate the candidate's performance. We conduct a minimum of five reference checks validating the candidate's past performance.

8 NEGOTIATION AND CLOSING

We conduct the presentation and negotiation of the compensation package, bringing closure and "buy-in" from the candidate.

9 FOLLOW-UP

Following the close of a search, we remain in contact with the newly placed executive and the client to ensure a productive transition.

ONGOING STATUS AND COMMUNICATION

Throughout the process, as we present and discuss candidates, we will be communicating with you on an ongoing basis.

TIMING

Most searches can easily be done within three months.

THE SEARCH TEAM



Sally Thornton
Founder + Chief Curator



Andrea Yelle
Head of Talent



Carolyn Carpeneti
Executive Recruiter

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