

THE PATH TO YOUR **SHORT LIST**



LAUNCH MEETING WEEK 0

The first step in our process is to spend 1-2 hours together, ideally with all key stakeholders simultaneously, to discuss the finer points of the search, establish your "must-haves" including soft skills, and to understand the cultural fit that we are targeting for your new hire. **The more comprehensive this meeting, the faster and more on-target the search will be.**

CANDIDATE POOL IDENTIFICATION WEEK 1-3

Newey & Co. thoroughly maps the candidate pool based on the criteria established during the launch meeting. Our objective is to identify all potential candidates and sources to ensure full coverage during the search process. **We do not cherry-pick or take short cuts.** In a typical search, we will screen 200-300 profiles, review and potentially approach 80-100 prospects and referral sources, conduct detailed interviews with 10-20 prospects and present the 4-6 who are the best fit for the role.



ASSESSMENT WEEK 2-3

Our standard practice is to interview each prospective candidate in person, or, where in-person interviews are not possible, we will conduct a video interview. Interviews are generally 1-1.5 hours and are centred on the must-haves that were established in the launch meeting. We use Competency-Based Assessment as the basis for our interview approach, seeking specific examples of situations where the prospect has achieved targeted results under similar circumstances to those that the new hire will experience.

CANDIDATE PRESENTATION END OF WEEK 3

Although sourcing, recruitment and assessment phases continue until a successful candidate has accepted an offer, we typically present our initial short list within 3 weeks of the launch. Although this timing rarely requires adjustment, we remain in close contact during this period and will report on any possible delays as early as possible. Our presentation includes the candidates' resumes along with a candidate fact sheet to summarize our perceptions of fit and soft skills.

