



### **SERVICE SUMMARY - RETAINED SEARCHES**

- There will be two primary MDB personnel working on your search; an Executive Recruiter and a Senior Oracle Applications Consultant. They will be supported by our research team. Having this combination of expertise working for you ensures that we can find, attract and qualify the best talent to join your organization.
- We begin each search with our team visiting your facility. We need to learn as much as possible about your company (management style/philosophy, product and/or services, history, culture, working environment, competition, etc). We also need a detailed understanding of the position you are trying to fill (why it's open, who is it replacing (if appropriate), job responsibilities/expectations, the qualifications/experience/background you'd like to see in the ideal candidate, how this position fits in the overall organizational structure, etc.). Additionally, we need to learn about your Oracle Applications environment and your future upgrade or implementation plans. We like to meet as many people as possible in you organization, including some of the team that will be reporting to the position.
- The product of the site meeting is a Client and Position Profile. This will be provided to you within 48 hours of the meeting. Once you have approved the profile, we will start our search. Our primary area of expertise is Oracle Applications and as a result we have an internal database of over 5,000 Oracle candidates. We use a variety of search techniques to find candidates and we also have an extensive network of Oracle contacts to help find the right person for your position.
- Each candidate will be interviewed by the Executive Recruiter, followed by a technical/functional interview with the Oracle Applications Consultant. If we determine that the candidate is a good fit for your position, the Executive Recruiter will have the candidate complete a Comprehensive Personality Profile and also a Cognitive Ability test. The candidate will then be interviewed by a Management Consultant.
- We will then gather references and perform a background check. At this stage we will present the candidate's resume for your review, together with transcripts of the interviews, tests and references. Subject to your approval, we will meet with the candidate in person. The results of the in person interview will then be presented to you, together with a recommendation as to whether or not the candidate should be interviewed by you. We will then facilitate the subsequent interview arrangements. We typically present three solid resumes for each position within fourteen days of the initial site visit.
- Once you are in the position to extend an offer to a candidate, we will work with you to put together an attractive package for the candidate and handle all negotiations to closure.
- Finally, once the candidate starts work, we will remain in contact with both parties for at least the first 90 days of employment to make sure that everyone is happy. If necessary we will help to address any concerns that either party may have.
- During the hiring process, we will present to you on a weekly basis, a summary of each candidate located for your position and the status. We ideally have a weekly conference call with you to review the status of the position. This helps us to make any recommendations based on our findings.