



## **Roles We Play: The Candidate Search**

### **For the Organization**

When you retain RRG as your search consultant, we will get to know you and your organization. We will serve as the link between the organization in need of an employee and a candidate in need of a position. We do not make decisions on behalf of either party, but we enable the process so that thoughtful decisions can be made by both parties.

Depending on the organization's needs, RRG will:

- Assess the organization and the open position
- Create detailed position description as necessary
- Define timetable
- Build candidate pool
- Design process for interviewing
- Conduct reference audits
- Assist in negotiations
- Facilitate transition of new candidate into organization, if needed.

### **For the Candidate:**

As an active link to an organization, RRG will completely explain the position to a candidate to determine a level of interest and sense of 'fit' (including compensation) before the candidate officially applies for the position.

We also serve to:

- Get to know you: so we can define and match future opportunities for you.
- Preserve confidentiality throughout the process.



- Help guide the thoroughness and completeness of your submission documents: the cover letter, your resume and other information.
- Describe the entire process to you: the position, timeline, our role, compensation range, etc.
- Conduct reference audits
- Aid in negotiations
- Help determine an appropriate transition plan

The better we know you, the better we are at finding your dream job!

The Nitty Gritty:

1. Submit your resume and cover letter
2. If an organization is interested in meeting you, they might hold a preliminary screening by telephone or a personal interview.
3. Be Patient!!!! Some organizations take up to five months to reach a decision. We will stay in communication with you to keep you in the loop.
4. Have ready for submission your academic transcripts and references
5. Know your expectations for compensation, benefits and other issues up front. Without this information, a good fit can't be determined.
6. Be ready to learn of the organization's decision. RRG will inform you of the organization's decision to choose you or another candidate. If you were unsuccessful in securing this position, we will do our utmost to help you determine what improvements need to be made, and where, for you to be successful in your next opportunity.