

## ALIGNED RECRUITING METHODOLOGY™ Wheless Partners' 4 Step Optimized Process

**METHODOLOGY  
OVERVIEW**

**MARKETING  
ALIGNMENT  
PROCESS**

**CANDIDATE  
EXPERIENCE  
ALIGNMENT**

**SUCCESSFUL  
CANDIDATE  
SELECTION**

# INTRODUCTION

*After 30 years of experience and thousands of successful searches we discovered a pattern of processes that produced predictable and repeatable results. Our clients told us our approach exceeded their expectations and gave them the choice to select from among the very top talent in their market segment.*

*We packaged these time tested and proven processes into four powerful and productive steps that we call A.R.M. - the Aligned Recruiting Methodology™*

*The process begins with the formula PD+MR=IC.*



# POSITION DESCRIPTION



*Aligning with key stakeholders, we gain an understanding of your organizational environment and leadership needs to develop comprehensive search criteria requirements for the position.*

*Key stakeholders alignment include but are not limited to the following: the hiring executive, board, HR, search committee, peers and employees.*

# MEASURABLE RESULTS



## Professional Qualities

*Background, Experience, Abilities, Skills and Technical.*

## Leadership Indicators

*Vision, Focus, Strategic, Courage, Drive, Team Building, Execution, Responsibility.*

# IDEAL CANDIDATE



**Professional Qualities**  
*Background, Experience, Abilities, Skills and Technical.*

**Leadership Indicators**  
*Vision, Focus, Strategic, Courage, Drive, Team Building, Execution, Responsibility.*

**Personal and Values Driven Attributes**  
*Attributes that contribute to organizational culture fit.*

# COMMUNICATION

The success of an engagement is built on aligned communication with each of the members of both organizations. A.R.M. is a strategic extension of the HR department as well as the search committee and, of course, the hiring executive.

We offer a secure client portal that is password protected. It allows for all approved individuals to have timely and immediate access to all calendars, schedules, comments and related documentation.

We offer progress reports to meet our client's schedule and requested frequency. We make it a priority to work as a team with HR and other key members of your organization to meet our mutual objectives.



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# MARKETING ALIGNMENT PROCESS

THE  
PLAN

ENSURING  
DIVERSITY

RANKING

# THE PLAN

*We identify, reach out to and engage the top talent in the nation who are currently employed, successful and “not looking”.*

*Our direct outreach marketing matches the right message to the right person, describing to top potential candidates your brand, company or institution and your outstanding career-advancing opportunity.*

*These top tier candidates ask 3 key questions we must answer:*

- Why should I change?*
- Why now?*
- Why should I move to this organization or institution?*



# ENSURING DIVERSITY



*The environment in which businesses compete today requires cultural diversity executive expertise to drive success. Globalization, technological advancements, and demographic changes have changed the economic landscape in which organizations do business.*

*We identify and reach out to outstanding employed, successful, “not looking” minority and female executives, who match the ideal profile as best-in-class candidates for our client's consideration.*

# RANKING

*After extensive initial vetting and interviews of top executives our principal partner and team of experts determine the select few that best fit the ideal candidate profile. We then prepare and present candidate documentation and facilitate committee discussion of “fit”, scoring and ranking. Selected candidates move to first interview at the client’s direction.*



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# CANDIDATE EXPERIENCE ALIGNMENT

OUR  
COMMITMENT

THE  
INTERVIEWS

THE  
LIST

# OUR COMMITMENT

*We are your ambassadors - representing you and your company or institution. We absolutely commit to treating every candidate with respect, courtesy and with the highest level of professionalism at each and every interaction.*

*We are proud of the feedback we receive not just from the candidates we successfully place but from the candidates that participate in our search process. In fact, many times these leaders choose to engage us to conduct an executive search for their company or institution, based on the way they were treated by our team.*



# THE INTERVIEWS



## Interviews

*We manage the Skype video interview or onsite interview logistics and provide custom assessment tools based on your ideal candidate criteria to facilitate decision-making.*

## Reference Checks of Finalist(s)

*We conduct reference checks and provide notes and insights to our client.*

## Background Checks

*We facilitate background checks of finalists, conducted by a third party.*

## Social Media Reviews

*We provide candidate intelligence to assist in risk managing a hiring decision.*

# THE LIST

*At this stage of the process you will have interviewed a number of highly qualified viable contenders. We now act as facilitators in leading discussions designed to determine the top few candidates to advance to the next series of interviews for final selection. We offer our expertise in advising our client as an impartial third-party expert.*

*Once the candidates have been narrowed down to the best of the best, we manage the next series of interview logistics and facilitate the selection process.*



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# SUCCESSFUL CANDIDATE SELECTION

THE  
FINALISTS

OFFER &  
ACCEPTANCE

FOLLOW  
THROUGH

# THE FINALISTS

*We manage interview logistics of the candidate(s) of choice and facilitate your decision-making process to determine the finalist.*

*In the event our clients desire an assessment to further aid in the final selection process, we are fortunate to have renowned leadership consultant and Wheless SME partner Barry Conchie, co-author of the bestselling book “Strengths Based Leadership” who specializes in conducting talent assessments for recruitment to quantify a performance prediction against 5 leadership dimensions and 19 specific themes of leadership talent. The assessment provides a clear measurement of leadership talent for screening external applicants to critical leadership positions.*



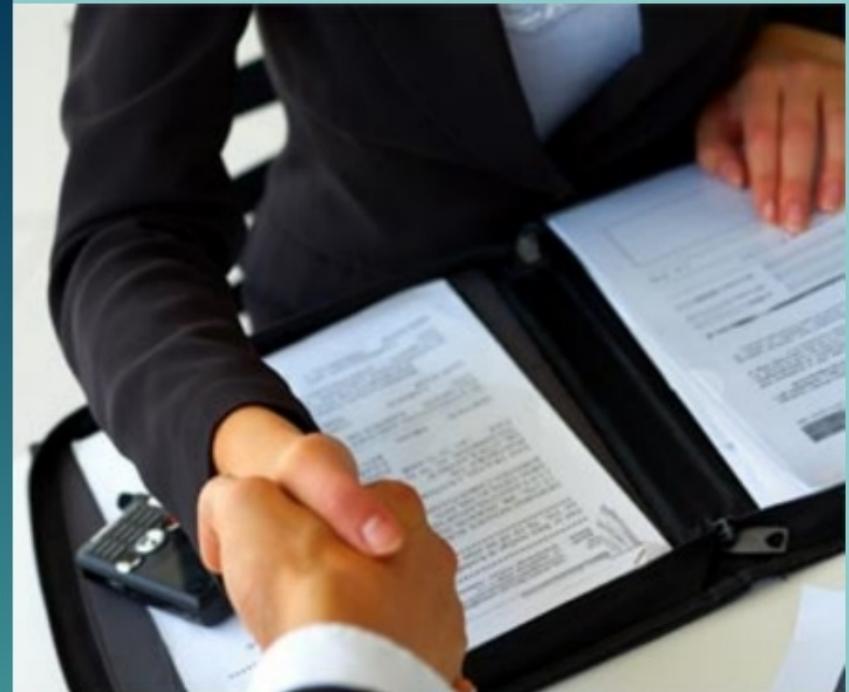
# OFFER & ACCEPTANCE

## Offer and Negotiations

*We are skilled in crafting and delivering offer letters and serving as liaison on behalf of the client during offer negotiation, as desired.*

## Time to Completion

*Time to completion varies based on client and candidate availability, organizational calendar, etc. On average, we tend to close searches between 90 and 120 days.*



# FOLLOW THROUGH

*The engagement does not end with the successful selection, offer and acceptance of the candidate. We continue to stay involved until you and the candidate are both satisfied and productive.*

**Follow Through.** We ensure that all candidates are fully informed of the search closing. We can also facilitate press releases.

**Onboarding.** We assist the candidate to be introduced, integrated and infused into organization and community life to position candidate and family for long-term success.

**Debriefing.** We review the search process with the Board and/or key stakeholders and remain in close communication after the hire to ensure ongoing satisfaction.



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