

# S+T+C+P

*Search + Growth*

## THE VIRTUAL SHORT LIST SERVICE

### A) ESTABLISHING THE VIRTUAL SHORT LIST

- 1 define the requirements of the position and the scope of the search required
- 2 research potential candidates for the position, and produce a 'long-list' report
- 3 meet and discuss the long list with the client, to identify candidates for consultant action
- 4 interview candidates; produce and discuss a written report on 3 short listed candidates
- 5 optionally arrange interviews between client and short-listed candidates

**FEE: 60% OF THE STANDARD FEE FOR A COMPLETED SEARCH, PLUS EXPENSES, AS PER STANDARD TERMS**

### B) UPDATE PACKAGE – MAINTAINING THE SHORT-LIST

- 1 At 6 monthly intervals, meet with client to review / confirm requirements of position if needed
- 2 Phone review with the short-list candidates to check maintained availability and interest
- 3 If needed, search and interview new potential candidates, and produce written report, so as to maintain a viable short-list
- 4 To facilitate maintenance of the short list, the consultant will monitor on an ongoing basis developments in the industry sector, which may impact the candidate pool, to include trade and financial press, presence at appropriate industry events, and other networking opportunities.

**FEE: AN ANNUAL AMOUNT OF 15% OF THE STANDARD FEE FOR A COMPLETED SEARCH, PLUS EXPENSES, AS PER STANDARD TERMS, INVOICED IN TWO PARTS AT SIX MONTH INTERVALS.**

**C) PROGRESS TO AN EVENTUAL HIRE**

- 1 Review with client
- 2 Undertake further research and interviews to augment short-list as appropriate
- 3 Arrange Client / candidate interviews
- 4 Support through negotiation/ offer/ references/ joining/ post appointment contact

**FEE: THE STANDARD FEE FOR A COMPLETED SEARCH, PLUS EXPENSES, AS PER STANDARD TERMS, LESS THE FEE PAID UNDER (A) FOR INITIALLY ESTABLISHING THE VIRTUAL SHORT-LIST FOR THE POSITION.**

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**D) MULTIPLE ASSIGNMENTS**

In the event of a requirement to develop virtual short-lists for several positions, involving substantially different candidate populations, fees will be reduced by 5% for each of the 2nd to the 4th positions, and by 10% for the 5th and beyond. This assumes the positions are initiated within the same 12-month period.

If multiple appointments are made from the one virtual shortlist assignment there will be a discount of one third of the standard search fee for each appointment after the first.

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