



OUR APPROACH TO SENIOR EXECUTIVE SEARCH

We approach each assignment with a search strategy conceived after a detailed diagnostic assessment of the situation, and the development of a detailed position specification describing your requirements. This strategy includes a specific target list of logical companies in which the primary search effort will be focused -- coupled with a thorough, disciplined, yet creative approach to identifying and attracting the best qualified candidates.

We have refined this approach to provide the best results for our clients, confident that we have considered the best talent for each situation. Even so, each search strategy is customized to fit the case by case needs of each assignment. Our emphasis is on the outcome of the work and the impact of the placement on client performance.

Our efforts are generally divided into phases as follows:

1. We meet with you to review and understand the organization and the problems and challenges of the position.

Working as a team with you, our objective in these initial discussions is to acquire an understanding of your style of management, the organization's structure and needs, individual people strengths and any other factors -- both tangible and intangible -- that will define the personal and professional requirements of the open position. This information enables us to be knowledgeable and persuasive in representing you, the organization, and the search to qualified prospects.

2. We define the position and the concise, accurate "ideal qualifications" of the executive best suited to meet its requirements.

We believe the successful conduct of any search requires, as a blueprint, a carefully thought out, mutually agreed-upon written description of the position, its objectives and performance expectations. This document also includes a set of specifications detailing the likely experience and personal qualities of the ideal candidate. Criteria for candidate success are clearly defined. In our confirmation letter, we also lay out the scope of services Jefferson Partners will provide.

3. Jointly develop a list of appropriate target organizations.

Concurrent with the above step, we formulate a list of selected organizations where we recommend that our search effort be directed. This list will include relevant organizations that have sufficient size, clear records of accomplishment, industry leadership characteristics, or other qualities relevant to the search. Jefferson Partners will concentrate its company-by-company screening process on these targets, which ensures that the search is conducted thoroughly and on a professional basis.

4. Identify prospective candidates.

This step covers our intensive screening and networking contact effort, methodically mining the target list of organizations. Using the firm's personal contacts and the resources of our industry and functional specialists, research professionals and other colleagues, we discreetly source, identify and qualify candidate prospects in the target organizations. At the same time, as other leads develop from qualified sources, we extend the search into other target areas that may prove productive. During this period, the consultant reports progress frequently to the client.

5. Screen and evaluate candidate prospects.

After outstanding prospective candidates have been identified and qualified, we evaluate and screen them through in-depth, in-person interviews. Preliminary reference checks, where possible, are conducted to validate the past performance and qualities of the candidate. Credentials are verified, and an assessment is made of the individual strengths and weaknesses with respect to the position.

6. Present the most outstanding candidates to the client.

Working closely with you, we narrow the qualified panel of candidates further, and introduce those who are best qualified, usually four to five individuals. As a preface to each introduction, a detailed written candidate report is submitted. This contains verified biographical data, a thorough summary of business experience, and our formal analysis and appraisal.

7. Follow up meetings between you and the candidates.

Throughout the period of candidate interviews and meetings, we are actively involved in coordinating, scheduling and communicating between all parties. We make travel arrangements, and handle reimbursement of travel expenses. After each interview, the consultant contacts both candidate and client for feedback. We believe in managing this part of the process closely and maintaining search momentum. This is the best way to assure the most timely and satisfactory resolution of the assignment.

8. Conduct in-depth reference checks on the finalists.

Comprehensive reference reports on finalist candidates will be presented following a thorough background check. These checks are tailored to address areas of particular interest identified through the interview process, or of special concern to you.

9. Assist in the negotiation of final offer and terms.

In the last stage of the assignment, we work actively with you and the final candidate to negotiate a compensation package and other terms that make sense to all parties. We wish to minimize any degree of surprise at this stage, and to provide both parties with the best opportunity to continue building on their early rapport.

10. After search follow-up with you and the successful candidate.

We will communicate periodically with you and the successful candidate during the early stages of his or her transition to your organization. This follow up may assist in the smooth integration of the candidate into the new job and your environment.

11. Final search communications and contact closure.

After the search is concluded, Jefferson Partners closes the assignment in the marketplace by telephoning or sending an appropriate "Search Completed - Thank you" message to each significant contact made with prospective candidates and sources. This courtesy is one of the steps we take to enhance our client's reputation, as well as to maintain Jefferson Partners' friendship with its contact base.