



## Executive Search Service

Any of the following services can be performed by Eurich Management independently, or in cooperation with your Board or Search Committee.

- 1) Eurich Management will assist you to write the text of your ad for publication in newspapers and trade journals. We will offer insight as to which publications are the best fit to attract the skills you are seeking.
- 2) Eurich Management will collect respondent resumes at our office and conduct the initial review of each resume to determine the best 6-8 candidates for interviewing.
- 3) We will write to all candidates who submit a resume acknowledging receipt and explaining the interview selection process.
- 4) We will review the financial statements, strategic plan and services offered by your organization to determine what policy issues need to be addressed and immediate priorities met so questions can be developed which address these needs.
- 5) We will develop a list of standardized questions with the assistance of the Search Committee to permit better comparison of candidate responses, and assure that the legal rights of each candidate are protected.
- 6) Eurich Management will facilitate the interview process in cooperation with the Search Committee. The Search Committee is responsible for selecting the final candidate and extending the job offer.
- 7) Eurich Management can assist to establish an appropriate compensation level based on your organization's budget, trends in Executive pay and the candidate's experience.
- 8) Eurich Management will conduct background check on police records, educational credentials, work experience and references for the final three candidates. We will have each candidate sign the appropriate release forms, protecting your organization from liability.
- 9) After the selection process is complete, Eurich Management will write to each runner up candidate who was interviewed, thanking them for applying.
- 10) Eurich Management will return all resumes received, questionnaires and employment applications to your Board for storage. These records must be kept for four years.