

# The Hiring Greatness Recruiter Score Card

How do you choose an Executive Search Professional that's right for your organization?

Circle <b>Yes</b> or <b>No</b> or <b>Maybe</b> to the questions below and tally the points at the bottom --- then calculate your score to see what is prescribed by the total point value at the bottom of the page.	Yes	No	Maybe
1. Is the search professional free [unrestricted] to recruit from your direct competitors?	4	0	1
2. Does the search professional understand the role you need to fill?	4	0	1
3. Will an experienced search professional actually perform the search?	4	0	1
4. Do they have a high success rate?	4	0	1
5. Does the firm offer a performance guarantee?	4	0	1
6. Will the executive search professional portray your company in the marketplace in a manner that is wholly satisfactory to you?	4	0	1
7. Does the search professional have experience recruiting at similar levels?	4	0	1
8. Who makes the initial contact with prospective candidates? Does the search professional make the initial contact with prospective candidates?	4	0	1
9. Can they articulate a well conceived strategy with identified target companies organized by primary and secondary industry verticals?	4	0	1
10. Has the search professional ever had Profit and Loss (P&L) responsibilities?	4	0	1
11. Is the Executive Search Professional (ESP) personally on any boards or committees related to your industry?	4	0	1
12. Are they able to devote an adequate amount of time for your search?	4	0	1
13. Will the search professional work on your assignment until it is successfully completed?	4	0	1
14. Does this recruiting firm conduct business in an ethical manner?	4	0	1
15. Are they going to approach both "active" and "passive" candidates with equal fervor?	4	0	1
16. Are they experienced with structuring executive compensation packages?	4	0	1
17. Does the search professional have experience with executive relocation?	4	0	1

18. Is the search professional willing to meet all the stakeholders who affect the success of the position?	4	0	1
19. Does the search professional's domain expertise hurt or help you?	4	0	1
20. Do you sense the search professional is going to be a true partner?	4	0	1
21. Is the ESP physically located in the geographic area where the position is located?	4	0	1
22. To your satisfaction, can the ESP logically describe a typical search?	4	0	1
23. Are they objective?	4	0	1
24. Do they have a pragmatic reference check process which they will open up for your inspection?	4	0	1
25. In addition to a mere resume, will the ESP provide you with highly detailed supplemental candidate information such as a "Confidential Candidate Brief"?	4	0	1

**TOTAL SCORE:**

## Recruiter Score Card Rating

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How Tally the score card by adding the suggested points in the Yes-Maybe-No columns to arrive at a grand total.

Now we caution you, there's not an ESP / Firm anywhere in the world that would likely ace the above grid with 100 points. That acknowledged, how did the ESP and the firm rate?

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|---------------------|---------------------|--|
| <b>80 - 100</b>     | <b>Green Light</b>  | This is an ESP and a firm you should seriously consider partnering with.     |
| <b>60 - 79</b>      | <b>Yellow Light</b> | Don't necessarily knock this firm out, but interview additional ESP's.       |
| <b>Below<br/>60</b> | <b>Red Light</b>    | The firm clearly does not meet your needs, - open dialogue with other ESP's. |