

STRATEGY SESSION CHECKLIST

How You Can Establish A Great Search Strategy



1

Job Specification

Include the following in a Job Spec:

- Details about the company
- Details about the opportunity
- Requirements
- Qualifications
- Reporting structure
- Compensation

2

Research Criteria

Ensure your research criteria is:

- Quantifiable
- Based on the aforementioned job description & requirements

3

Target Company List

Base your company target list off relevant criteria:

- Competition
- Industry
- Location
- Size/Stage

4

Administration

Ensure the Client commits to the following:

- Status updates schedule
- Interview calendar blocks
- Conference call info
- Other expectations

5

Benchmark Profiles

After benchmarking profiles with Clients make sure you:

- Capture the Client's subjective likes & dislikes
- Amend previous goals
- Collect data points that can be given to researchers as feedback