

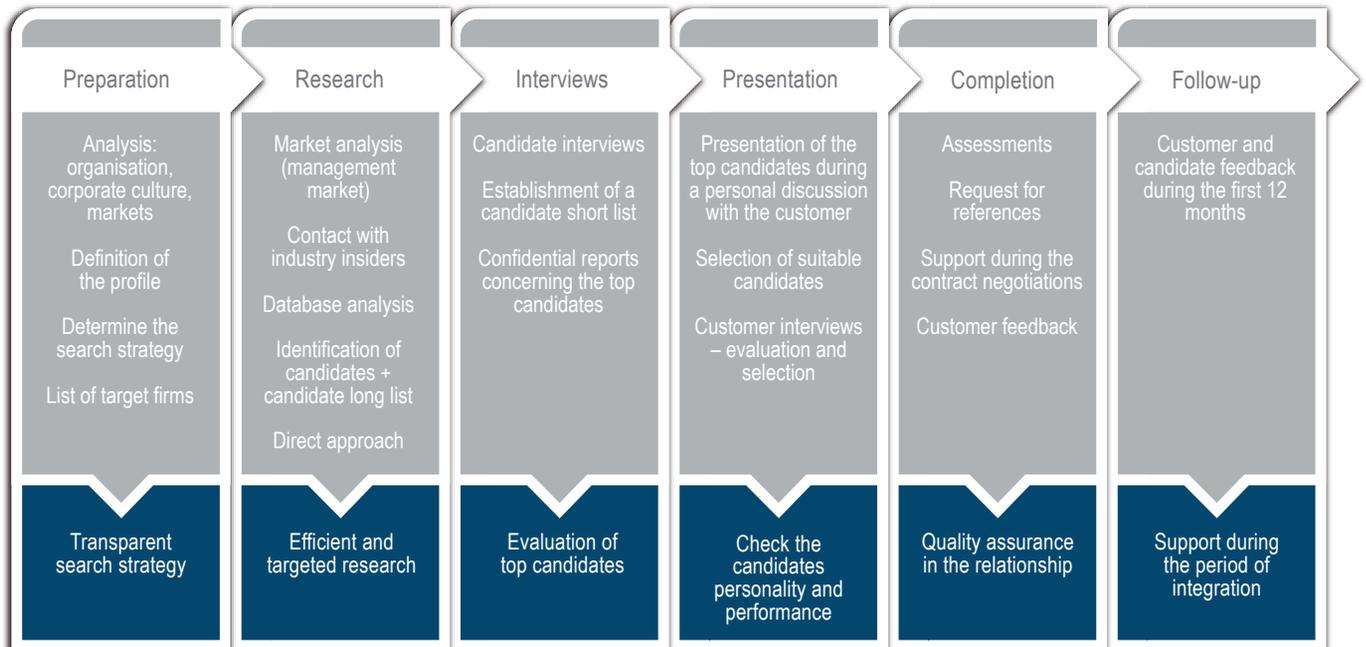


## FUTUREBRIDGE CONSULTING

International Executive Search

# Futurebridge executive search

## Our structured process



## A successful search for the best candidates

To fill a vacancy successfully, it is essential to know very well the company, its markets, its structures and its procedures. The basis for success is an extensive analysis of the initial situation of the customer. The executive search service provided by Futurebridge Consulting involves a systematic, in-depth analysis of the management market, a made-to-measure research process and the targeted direct approach of potential candidates.

## Preparation

We believe that a successful search for qualified candidates requires careful preparation.

An in-depth initial discussion with line managers and HR managers within the client company provides us with important information concerning the company and the post to be filled. A sound knowledge of the company's market position, structure, culture, management style and objectives is an essential prerequisite when determining the personal and professional criteria for the post to be filled. Only then can we convincingly represent the company to qualified candidates.

Together with the customer, we formulate a detailed job description which clearly defines all the important criteria, including a description of the vacant post, the targets and desired performance level, track record, professional experience and the desired personality of the ideal candidate.



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### List of target companies

Our next step is to draw up a list of selected companies where candidates might be found who satisfy the experience and personality criteria of the job profile.

### Research – Identifying potential candidates

At this stage, we systematically evaluate the firms on the list of target companies. Professional internal and external research teams support us in identifying and qualifying potential candidates in the target companies. These research teams have access to special databases and networks providing up-to-date information on the management market. At the same time, we call on our extensive personal contacts with industry insiders and experts, thereby expanding our search to cover yet more target firms.

On the basis of the results of our research, which are constantly and systematically analysed and evaluated, we draw up the so-called «long list» which presents the customer with a selection of potential candidates. These candidates are contacted directly by Futurebridge Consulting. The ensuing confidential dialogue provides us with an opportunity to encourage suitable candidates to consider a change of employment.

### Interviews and candidate assessment

The most promising candidates are invited to attend a personal interview. The structured interview forms the basis of a comprehensive assessment of the candidate with respect to the required professional and personal criteria. At the same time, the candidates are given a detailed insight into the position to be filled and the company in general. Together with the customer, we further reduce the number of candidates to produce the so-called «short list». Finally, we present those candidates who are best qualified for the job.

### Presentation

For the personal interviews with the most promising candidates, we provide the customer with a detailed, complete dossier containing an overview of each candidate's track record and achievements. It also contains our candidate assessment with regard to the criteria stipulated in the job description. Together with the customer, we select the candidates who will be invited to a personal interview. The interviews between the customer and the candidates are organised by Futurebridge Consulting. After every presentation, we contact both the customer and the candidate to obtain feedback.

### Completion

For the best selected candidates we obtain references and organize assessments if requested by the customer. These gives us the full picture of the candidates for the final decision process.

During the important concluding phase, we help the customer and the selected candidate to negotiate a contract. Our remit only ends once the new work contract has been agreed and signed.

As a gesture of fairness and courtesy, we inform all candidates and people involved of the outcome of the project.

### Follow up

In the first months of the integration phase, we hold regular discussions with both the customer and the newly appointed executive.