



# Executive Recruiting Readiness *checklist*

## Are You Executive Search Ready?

Every company begins its executive search process with a simple goal: to identify and hire a transformation leader. Why is that common goal so elusive? Or, if they overcome the odds and find their leader, why does it take so long?

The following checklist will provide insight into how ready you are to hire an executive-level candidate successfully.

### What Makes an Executive Search Fail:

#### Misalignments Among Stakeholders:

	Yes	No
• Have you identified all of the stakeholders involved in the hiring process?	<input type="checkbox"/>	<input type="checkbox"/>
• Are the stakeholders aligned on the role's expectations?	<input type="checkbox"/>	<input type="checkbox"/>
• Can everyone describe what will make this hire successful?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the role defined in a way that is compelling and attractive to high-caliber candidates?	<input type="checkbox"/>	<input type="checkbox"/>

#### Inefficient Process:

• Have you created a structured timeline for your hiring process?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you know exactly how many interviews candidates will need to complete?	<input type="checkbox"/>	<input type="checkbox"/>
• Will the candidate experience take longer than 30 days?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you reviewed and optimized your recruitment process for efficiency and effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>

#### Redundant Interviewer Selection:

• Will each interviewer have a unique perspective on your company?	<input type="checkbox"/>	<input type="checkbox"/>
• Does your interviewer panel represent a variety of roles?	<input type="checkbox"/>	<input type="checkbox"/>
• Are your interviewers trained and prepared to evaluate executive-level candidates effectively?	<input type="checkbox"/>	<input type="checkbox"/>

#### Competitive Pay and Benefits:

• Have you recently benchmarked your pay and benefits against market data?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you understand the current market dynamics for the role you are looking to fill?	<input type="checkbox"/>	<input type="checkbox"/>

#### Poor Candidate Experience and Brand Perception:

• Does the visibility of your search make candidates feel exclusive and valued?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you monitored your employer brand on sites like Glassdoor?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you being responsive to candidate questions and requests for actionable feedback?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a thoughtful scheduling process that enables both candidates and interviewers to be set up for success?	<input type="checkbox"/>	<input type="checkbox"/>

#### Negotiation Strategy:

• Are you prepared to make a competitive offer based on thorough market research?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you prepared to adjust your offer to meet candidate expectations?	<input type="checkbox"/>	<input type="checkbox"/>
• Will you make low-ball offers in hopes of securing a bargain?	<input type="checkbox"/>	<input type="checkbox"/>

#### Lack of Market Knowledge and Networking:

• Have you consulted an executive search firm?	<input type="checkbox"/>	<input type="checkbox"/>
• Will you leverage a network of industry contacts and insights to understand the talent market better?	<input type="checkbox"/>	<input type="checkbox"/>

Total: \_\_\_\_\_

How did you do? If the exercise above made your head spin, it's time to partner with an experienced executive search firm. Set up a 30-minute consultation with M Search today and learn about our concierge approach to executive search. [CLICK HERE](#).