

## Search Process

We can modify the search process to accommodate a client's needs at any time. Usually, an assignment will progress in the following steps:

### Position Specification

The more information we receive on the front end of a search, the more effective we are in recruiting for our clients. We begin with in-depth conversations with those individuals making the hiring decision. Together, we identify the responsibilities of the position, reporting relationships, qualifications, and personal characteristics required of the ideal candidate. For new clients, we also discuss company history, performance, culture, ownership, and strategy.

### Research

Once a position is well defined, we consult several sources to identify potential candidates for an opportunity. The Hamilton Group maintains an extensive database of leading executives and companies from both within and outside the furniture industry. All research is conducted in-house and closely managed by the recruiter to ensure confidentiality.

### Recruiting

Our job is to expose our clients to a pool of candidates that will not be accessed by other recruiting methods. To accomplish this, a principal of our firm makes selective calls to referral sources and prospects. Qualified individuals expressing interest in an opportunity are interviewed extensively to determine if their background and experience match the criteria specified by our client.

### Candidate Presentation

Clients are presented with summary information and a professional resume on the strongest candidates. Experience that relates to the specific needs of the client is highlighted. Degrees are verified prior to any candidate presentation.

### Interviews

After discussing the candidates' qualifications with the recruiter, the client determines which candidates to interview. The Hamilton Group schedules interviews between the client and those candidates. After each interview, we followup with both parties and provide feedback.

### Reference Checking

Once the client selects the final candidate(s), the recruiter interviews individuals who can provide further insight regarding a candidate's background and experience. Whenever possible, we talk with at least two managers, two peers and two subordinates in an effort to learn about individuals from different perspectives.

### Search Completion

The Hamilton Group will assist in extending offers, relocating the family, and integrating the new employee into the organization and community to the extent desired by the client. We followup with all parties after the start date to ensure a successful transition.

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