



# Search process

# Introduction

As a Curzon client, you will receive support and advice at every stage of the recruitment process. We will make sure we have a thorough understanding of your organisation, the position and the qualities required; we will identify, attract, assess and select the best candidates, carefully checking each person's background. We treat every assignment as an individual case with its own special needs, but most will progress as outlined below.

## Briefing

Successful recruitment begins with understanding. No two businesses are alike, so we start by making sure we know what makes your organisation different, meeting the key people, discussing the culture and the way the business is run. Once we understand our clients' objectives, we often find that we can contribute by reshaping the job specification. When the briefing is complete, we can advise on the salary and benefits package that will attract the right person and tell you what to expect in the current market conditions.

## Specification

The first product of the briefing process is a concisely written job specification that summarises the key features of your organisation, the position to be filled and the profile of the ideal candidate. It confirms our shared understanding of the assignment and provides a useful summary of the position for interested candidates.

## Identification

We employ search techniques that will enable us to identify a wide range of candidates, covering the international marketplace by liaising with our network of affiliated firms in other major world centres:

### 1. Research

Our continuous presence in the recruitment marketplace provides us with a clear understanding of the target companies. We supplement these with company mapping techniques and desk research to help us identify the widest possible spread of individuals with the right profile.

## 2. Sourcing

We make sure we are thoroughly networked with colleagues, clients, suppliers and competitors of the people we plan to approach. This generates further names for our list of candidates and helps us build an insider's knowledge of the experience and abilities of the leading players.

## 3. Search database

Our Partners have been senior recruiters in their specialist fields for many years. The contact information they have built up is a unique resource that we use exclusively for our clients' benefit. People's details are held on a secure, industry-leading search database which is constantly interrogated as a further source of candidates.

## 4. Press Advertising

An effective advertisement in well-targeted news media can help us reach candidates who cannot easily be found by direct methods - for example, where the pool of potential recruits is large and diverse, or geographically dispersed, or where individuals with relevant experience may have moved into new roles. We know how to create and place advertisements that will attract these hard-to-reach candidates.

## 5. Website Advertising

The web has become a powerful recruitment medium. Unless the assignment is strictly confidential, we advertise positions on our own website and on national career sites, including The Daily Telegraph and The Sunday Times, at no cost to our clients. We also know which of the many hundreds of specialist sites reach the right type of candidate.

## Attraction

The best candidates always have choices, so we always assume that we are competing for their interest. Our Principals - who handle all personal contacts with candidates - are experienced consultants who know how to present each opportunity with conviction and enthusiasm. They draw on the briefing they have received personally from clients; we do not use junior researchers in this role.

## Assessment & Selection

We want our clients to be sure that each candidate's abilities and personality fit the brief, and are confident that his or her claims match the reality. Our assessment process involves a structured interview that is designed to reveal motivations and test the evidence for their stated achievements. Our specialist expertise allows us to benchmark candidates' technical skills.

Were an appointment to involve a significant career change, we might recommend a professional psychological assessment. To ensure objectivity, we utilise independent occupational psychologists who we have vetted and over who we exercise quality control.

## Shortlist

Within four to six weeks we will present a shortlist of the best candidates, although exceptional candidates can be presented even sooner. We continue to search after the initial shortlist has been presented and will go on presenting candidates until we find the right person for the opportunity.

We build a detailed profile of all candidates, describing their personal and professional background, assessing their strengths, weaknesses and potential, and wherever possible, passing on insightful comments from sources and referees.

## Negotiation

Having identified suitable candidates, we carefully manage the next, crucial stage: the interview process. We confirm appointments, liaise with both parties and ensure that they understand their position clearly as negotiations unfold. Our aim is to ensure that when an offer is made, it is accepted: we see it as part of our job to help negotiate a successful deal.

## Due diligence

The most important predictor of success in future roles is success in previous ones. That is why we spend so much time talking to other people about the successful candidate. The resulting detailed reference report not only helps to confirm that the right person has been found, but also suggests how best to manage and motivate that individual. We check academic and professional qualifications at source and probe CVs, investigating any gaps or omissions.

## Follow-up

Our task does not end with an appointment: we like to know how things work out. We keep in touch with clients and successful candidates during the first year of the appointment and offer our assistance to help resolve any teething problems quickly.

## Contact us

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