

## A Snapshot - E<sup>3</sup> Executive Search Services

**Our Team:** E<sup>3</sup> Strategic Solutions has a highly skilled team and network ready to assist in finding the next great executive to lead your organization. Our search team members are proven leaders with many successful years of experience at the highest level of organizational leadership. Not only do we have skills to lead an extremely professional search, we understand the knowledge, skills, and personal characteristics your next leader should possess.

**Search Protocol:** We provide a five-phase protocol as a foundation in designing a specific search process to meet the unique needs of each client. Under the umbrella of the five phases, there are 22 task steps used in executing the phases.

**Choose from Three Levels or Customize:** We offer three levels of services and each may be customized to meet your

specific needs. Level I services are offered as a retainer and are provided as a continuous recruiting service to fill your executive needs. Level II searches are for junior-level executives such as school principals, central office directors, nonprofit assistant directors, and governmental assistant executives. Level III searches are for senior-level executives such as school superintendents, chief financial officers, nonprofit directors, or governmental executives.

**Free Preliminary Meeting:** We offer a free preliminary meeting to provide a service overview and introductory discussions concerning scope of search, stakeholder input, timelines, candidate characteristics and qualifications, recruiting tactics, advertisement of opening, media relations, interview process and protocol, selection process, confidentiality, and fees.

<b>E<sup>3</sup> SERVICES PROVIDED per EXECUTIVE SEARCH LEVEL</b>	<b>Level I Retainer</b>	<b>Level II Junior Executive</b>	<b>Level III Senior Executive</b>
<b>1. SCOPE PHASE</b>			
a. Free Exploratory Conference	✓	✓	✓
b. Process and Timeline Development	☒	✓	✓
c. Organizational Information and Data Review	✓	✓	✓
<b>2. STAKEHOLDER PHASE</b>			
a. Facilitate Stakeholder Meetings for Input	☒	☒	✓
b. Survey Stakeholders for Input	☒	✓	✓
c. Facilitate Development of Final Selection Criteria	☒	✓	✓
<b>3. RECRUITMENT PHASE</b>			
a. Guidance and Development of Recruitment Materials	☒	✓	✓
b. Placement of Advertisements	☒	✓	✓
c. Direct Recruitment of Targeted Candidates	✓	✓	✓
d. Inquiries and Applications Management	☒	✓	✓
e. Screen, Review, Vet, and Rank Applicants	☒	✓	✓
f. Selections of Finalists	☒	✓	✓
<b>4. INTERVIEW PHASE</b>			
a. Arrangement of Candidate Interviews	☒	✓	✓
b. Interview Protocol Development	☒	✓	✓
c. Advisement Regarding Interview Process	☒	✓	✓
d. Vetting of Candidate Finalists	✓	✓	✓
e. Facilitating Interviews	☒	☒	☒
<b>5. RESOLUTION PHASE</b>			
a. Facilitate Discussions Regarding Selection	☒	☒	☒
b. Notification of all Candidates Regarding Selection	☒	✓	✓
c. Facilitation of Contract Negotiations	☒	☒	☒
d. Evaluation Process Development and Execution	☒	☒	☒
e. Coaching and Mentoring	☒	☒	☒

**Key:**  
 ✓ Service Included with Base Fee  
 ☒ Service Provided at Additional Fee  
 ☒ Service Not Provided at This Level