
Search Methodology

An overview of S3 Group's methodology when engaged in a search assignment

S3GROUP





Our Methodology

For retained or exclusive searches we utilize a strict and rigorous methodology that ensures client satisfaction, quality of service, and timely delivery.

We offer one of the most detailed, and thorough methodologies on the market, which is designed to provide our clients with the critical information required to make a hiring decision. When hiring, our clients want to ensure that they hire *the* best person for the job. The S3 Group methodology provides our clients with reassurance that the market has been completely covered in the search for talent, and that the most suitable candidates have been shortlisted for interview.

Complete transparency is given to our clients throughout the process; we provide detailed reports which provide information on individuals targeted, target companies mapped out, and outcomes of headhunting calls.

Depending on the seniority of the search and the geographical scope of the assignment, our process takes between one to three months.

The following is a guide to a search taking 21 working days, or one month.

Day	Action
1	Meet with client for a briefing on the role where the key requirements of the search are established.
2	S3 Group will submit a proposal, outlining the parameters for the search, target market, and time frame
3	Within 24 hours, we will provide the clients with a full brief on what we understand are the core requirements of the position, and the key criteria that potential candidates must possess.
4	S3 Group defines the search universe, detailing the target industries and organizations deemed as viable sources of talent
5	We conduct independent research and market analysis establishing who are the leading individuals relevant to the position in question
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7	

Day	Action
8	Assessment and pre-screening of potential candidates
9	Compilation of a long list of candidates who are deemed suitable for the position based on certain criteria, and who are potentially interested in a career move
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11	One on one meetings with S3 Group consultant. Competency based interviewing
12	Shortlist selection. S3 Group selects 3-5 individuals who best match the clients requirements, have given the best performance during the competency based interviews, and are regarded as truly interested in the opportunity.
13	Informal due-diligence. Before submitting the final short-list to the client, S3 Group performs behind the scenes due diligence, ensuring that the candidates experience, qualifications, and suitability can be verified. We aim to take external opinions on shortlisted candidates whilst still maintaining confidentiality
14	Short List submittal. The final selection of shortlisted candidates is presented to the client for approval.

Day	Action
15	Shortlist review with client. Appropriate candidates are selected for interview with the hiring executives
16	The client is provided with a full brief on each candidate's expectations and career objectives by S3 Group.
17	Client Interviews take place.
18	Client debriefing meeting. Client informs S3 Group which candidates are to be put forward for final interviews.
19	S3 Group debriefs all candidates, and informs those who have not been successful.
20	Final selection. S3 Group is available to assist in all offer negotiations between client & selected candidate
21	S3 Group maintains regular contact with both client & candidate ensuring a smooth transition and satisfaction on both sides