

SEARCH STRATEGY TEMPLATE

Project [INSERT]:					
Brief	<ul style="list-style-type: none"> • Client Call – Y/N • Mandate – Y/N • Exclusive / Retained / Contingent / Opportunistic / BD 	Kick-off call clarify “Understanding of Company, Role & Person”	Understanding of Key Terms: Title/Geography/ Type of experience, profiles (Nationality/ Language/Seniority/ Qualities)	1. JD – Y/N 2. KSF – Y/N 3. Selling the client / role? 4. How does the company describe itself? 5. What is the interview process?	[in]complete
Compensation	<ul style="list-style-type: none"> • Target figure • Stretch figure • non-cash benefits • How is it structured Equity, RSUs, sign-on, annual Bonus, AWS, relocation etc. 	Market guidance? How flexible is the budget for the right person? What’ s the process for budget sign-off?			[in]complete
Benchmark profiles	Hiring Manager <ul style="list-style-type: none"> • background • bias/preference 	Org. <ul style="list-style-type: none"> • Team composition? • Academy companies? • Cultural traits? 	Examples <ul style="list-style-type: none"> • stretch… • slam dunks… • lateral hires… • left-field… 		[in]complete
Point of contact	Hiring Manager	HR / Talent Regional / Functional / Stakeholders	Regional / Functional / Stakeholders	Global	[in]complete

Project [INSERT]:

Frequency of updates	<ul style="list-style-type: none"> • Have we scheduled? • Reports requested? • CW access Granted ? • Phone / email / instant messenger / VCs 	<ul style="list-style-type: none"> • Who' s to be included in correspondence? • Line access? 			[in]complete
Terms of business	Fees set? Contracted Executed? Countersigned copy received? Contact notables?	When does the contract expire/need to be renewed?			[in]complete
Target companies	Provided by client? What does our research show? Have we got an agreed Top 5-10?	<u>Key questions:</u> What' s most valued in a hire? Industry Peers? Industry leaders?			[in]complete
Team responsibilities		Outreach <ul style="list-style-type: none"> • email draft 	Project Lead: <ul style="list-style-type: none"> • Anjali? • Rakhi? • Kristian? 		[in]complete
Research tools/work tools	<ul style="list-style-type: none"> • CW • Google Docs. • Quip • Client preference 				[in]complete
Timeline & Milestones	3-7 Profiles <ul style="list-style-type: none"> • delivered within 10 days 	Client feedback received - Y/N	Interview Availability? Target dates?		[in]complete

