



# Executive Search Firm Comparison Tool

Search Firm Name: \_\_\_\_\_

**Before engaging the services of an executive search firm, it is common to speak with at least three firms. This comparison tool will help you thoroughly evaluate each firm.**

**Indicate how accurately the statements below describe your experience with this search firm.**

- |   | DISAGREE            | AGREE               |       |
|---|---------------------|---------------------|-------|
| 1. <b>Initial Contact.</b> The search firm was easy to contact, responsive, respectful of my time, and courteous. I was able to speak directly with senior staff without delay.   | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 2. <b>Questions Asked (and Answered).</b> The search firm not only listened carefully and answered my questions directly, but also asked me intelligent questions that reflected both an understanding of the role to be filled and my organization's broader business needs. | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 3. <b>The Proposal.</b> The search firm promptly delivered their proposal, outlining not only the cost of the hire, but also the hiring process to be followed, and <a href="#">listing the contract deliverables</a> .   | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 4. <b>Price and Payment Terms.</b> The price and payment terms were fair and competitive.   | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 5. <b>Replacement Guarantee.</b> The candidate replacement guarantee is long enough for a proper evaluation of someone's performance on the job (typically a year or longer).   | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 6. <b>Speed of Search Completion.</b> The search timeline was both fast and <a href="#">thorough</a> .  | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 7. <b>Candidate Research Process.</b> The search firm's contract outlined a <a href="#">data-driven candidate research</a> and identification process, with clear deliverables and a rigorous method of surfacing a full slate of candidates from diverse backgrounds.        | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 8. <b>Methodical Reporting.</b> The search firm's contract clearly outlines reporting and deliverables, organizing all the relevant information for the hiring manager, and sharing information about the job market including alternative titles, salary, etc.               | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 9. <b>Decision Support Process.</b> The search firm's contract outlines a <a href="#">methodical decision support process</a> that offers the hiring manager a variety of options.  | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |
| 10. <b>Rigorous Evaluation of Candidates.</b> The search firm uses <a href="#">scientifically validated methods</a> to predict success on the job, proving interview support and <a href="#">work sample testing</a> .  | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ | _____ |

**TOTAL SCORE** \_\_\_\_\_