

THE PACE GROUP

Executive Search Consultants

The PACE Group is an executive search firm with large resources. PACE offers the same caliber of service as the big firms with the personal service that comes from a small team dedicated to your organization.

The PACE Process

The PACE Group continues to make a mark in the executive search profession by providing professional, well organized, and focused searches – an enjoyable process for both candidates and clients.

1. Learning the Organization – The Needs Assessment

In order to gain a thorough understanding of the leadership, goals, structure, and needs of the organization, as well as the qualifications and characteristics desired for candidacy, PACE interviews 25-30 leaders selected by the search committee. The results are prepared and presented in a detailed *Needs Assessment Report* providing a client-focused platform for the search strategy. PACE furthers search strategy development by doing extensive research on both the organization and community, including visits to local development organizations and visitor's bureaus.

2. Preparing Client-Specific Marketing Materials

Based on the Needs Assessment, PACE creates an organizational summary, community overview, and detailed job description. To ensure a clear vision and strategy for the search, PACE submits this material to the search committee for review and final approval before marketing the position nationally.

The submitted job description will explain both general and specific and direct and indirect responsibilities and accountabilities. It will clearly state the candidate's responsibility to adhere to the mission, vision, and values of the organization detailed in the organizational summary.

3. Implementing Search Strategy.

PACE defines geographic, organizational, experience and educational parameters for the search and aggressively markets the community and organization to the best people in the United States.

The PACE Group does not rely on job postings, but uses an extensive network and proprietary database comprised of personal contacts throughout the industry.

4. Evaluating Candidates

PACE works to identify candidates whose qualifications, accomplishments, and leadership styles align with the entirety of the position, organization, and community.

The strongest candidates, internal and external, are taken through an extensive evaluation process: phone screenings, candidate questionnaires, in-depth face-to-face interviews, and personality tests. Candidates are evaluated not only on their accomplishments and credentials, but also on their interest in the position and location. Additionally, PACE interviews references and conducts credit, criminal, and academic background checks.

Throughout the evaluation process all candidates, internal and external, are treated with the utmost respect and professionalism.

5. Presenting Finalists

PACE selects the candidates who most closely align with the client's specifications for proficiencies, experience, management style, and values for final presentation.

PACE presents a notebook of the final candidate profiles including a standardized summary page, resume, candidate questionnaire, detailed interview responses, and reference responses. PACE conducts an onsite formal presentation and in-depth discussion of each individual candidate, giving the client the necessary information and confidence to make a well-informed and successful decision on which candidates warrant an onsite interview.

Upon the client's selection, PACE will work alongside the search committee in coordinating interview schedules and arrangements for the site visit. PACE offers to be available during interviews to assist in planning and preparations.

PACE listens to the client and responds accordingly to their needs and desires. In the event that a client is not satisfied, PACE will continue to find additional candidates.

6. Selecting an executive

PACE is trained and experienced in contract negotiations and executive compensation packages. PACE assists with the announcement of the selected candidate and will ensure a smooth and successful transition. PACE continues communication with the client and new executive to ensure both parties are moving forward with mutual success.

The PACE Group embodies integrity and professionalism throughout the search process and strives to build long lasting relationships with both clients and candidates.



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