

Methodology

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The “rough guide” to locating the best talent around
Read on to discover how we'll find your
new executives

Single headhunt - Scope + indicative programme

Stage 1 - Handling (research)

2 – 4 weeks

- Agree Brief, Target List, Candidate Information Sheet & team
- Research target companies; identify prospective Candidates
- Networking to identify other prospective Candidates
- Ongoing Client liaison; review research, discuss findings
- Agree initially short-listed Candidates, make contact & obtain CVs
- Review Candidates, agree those to be interviewed by Trojan

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Stage 2 - Short-list (Trojan interviews)

3 – 5 weeks

- Interview selected Candidates (incl short psychometric test)
- Produce interview reports; thoroughly discuss findings with Client
- Agree short-listed Candidates to be interviewed by Client
- Identify Candidates who fall outside the Brief but who could prove useful for other positions or in the future
- Notify & de-brief the unsuccessful Candidates

Stage: Completion

2 – 4 weeks*

- Confirm interview process/protocol
- Set up first Client interviews; discuss outcome
- Second interviews arranged with Client (as appropriate)
- Final Candidate selection
- Review full job offer with Trojan
- Job offer to selected Candidate
- Acceptance of job offer & agreement of Candidate start date
- Notify & de-brief the unsuccessful Candidates

* Excludes Candidate's notice period

What history's taught us

Over the years we've learnt to adhere to our 'Golden Rules'. These help us to deliver, avoid conflict of interest, create bespoke value and make us stand apart. We thought we'd share them with you:

- Work for only a select number of Clients in each of our market sectors
- Take great care to assess the compatibility of our Candidates with the detailed Briefs we develop on each fresh assignment
- Get consensus agreement on the Brief when multiple stakeholders
- Keep the research function in-house
- Avoid 'old boy' networks
- Listen carefully to Clients; understand their business & market
- Invest heavily in the development of our people
- Strive for the ideal win/win scenario every time ie every Client & Candidate equally happy
- Have KPIs that reflect quality eg measure our success by the success our Candidates go on to achieve with our Clients (reflected in our reward system)
- Keep the services we provide highly cost effective & relevant
- Respect Clients' anonymity for as long as agreed
- Constantly track rising talent, trends, evolving best practice & transferable skills
- Focus on successful delivery & Client satisfaction

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For more detail on our methodology please email contact@trojan.co.uk