

The Methology

Upon the appointment by the Client, RUBICON uses an established work method consisting essentially of 30 vital steps. This process, for a typical retained executive search assignment, is summarised as follows:

STAGE I PREPARATION

1. Research

Comprehensive initial research on the client and position will be undertaken. In addition to job specifications and relevant information, RUBICON will ensure we understand the organisational culture, business philosophy and strategy of the Client, so as to determine the personality requirements of the position(s), and the career prospects of the opportunities that the Client offers.

2. Target List

A target list of companies, their respective departments, and the identities of prime individuals and potentially qualified candidates will be drawn up.

STAGE II SEARCH

1. Pre-Qualification

All identified individuals are approached in a discreet and professional manner to assess their suitability in terms of their qualifications, experiences, personality fit and motivations to move.

2. Screening Interviews

Selected candidates are further qualified in screening interviews. At this stage, the objective is to present the detailed role to the candidate and at the same time determine the candidate's level of interest and commitment to change.

3. Shortlist

Qualified candidates are then told about the Client and profiled in confidence to the latter. After discussion with the Client, a shortlist of minimum 3 candidates will be drawn up for the first round of interviews.

4. References

A minimum of 2 reference checks per short-listed candidate will be conducted.

STAGE III INTERVIEWING

1. Interviews

All short-listed candidates are thoroughly briefed on the Client and the requirements of the position in preparation for the first interviews. At this stage, a confidential report will be provided on each candidate, together with a detailed resume. The Client will also be updated on each candidate and advised on any areas or issues for exploration and discussion during the interview. Specific suggestions will be offered on how to interest each promising candidate to the opportunity. If deemed appropriate and necessary, RUBICON will attend the interviews.

2. Feedback & Debrief

Both candidates and client will be fully debriefed, after which a further shortlist of candidates will be scheduled for subsequent, or final, interviews. Throughout the search process, a continual dialogue between RUBICON and the candidates will take place to ascertain and manage the level of interest and sincerity to change, in addition to the ongoing assessment of job and personality fit.

STAGE IV OFFER & ACCEPTANCE

1. Offer

Clients are advised to make the offer through RUBICON as we are best poised to handle the delicate process of negotiation, and to represent the interests of both parties in order that expectations are matched and all needs fully considered.

2. Resignation & Counter-Offer

This is undoubtedly the most critical stage in the entire search process, as experience has shown that an exceptional candidate is highly valued by his own organisation and a competitive counter-offer or loyalty sentiments stirred up in this emotional event may

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STAGE IV OFFER & ACCEPTANCE *(cont.)*

jeopardize the entire process. This is the reason why RUBICON places strong emphasis on pre-qualifying the candidate's motivation to move, right from the initial stages of the search. The risk is minimised by RUBICON's close supervision and monitoring of the resignation process, and through preparing and counseling the candidate to handle any counter-offers.

3. Acceptance

Once the offer has been accepted, the start date will be confirmed. Thereafter, RUBICON will follow up with the candidate till commencement of employment, and that all settling-in difficulties are quickly identified and resolved.