

## **Annex 2 - questions**

### **Questions**

#### **1. Experience of ES companies**

- 1.1. How long have you been operating in the executive search market?
- 1.2. How many references from previous clients do you have from the past three years?
- 1.3. Do you have experience in finding suitable candidates for the position we have in mind or a similar position?
- 1.4. What is your network of contacts in our field?
- 1.5. How do you maintain and develop your professional contacts?
- 1.6. What is your experience with international candidate searches?
- 1.7. What is your network of consultants and what criteria do you use to select consultants for individual candidate searches?

#### **2. Candidate search and selection process**

- 2.1. What is your standard process for finding suitable candidates?
- 2.2. What tools and technologies do you use to identify suitable candidates?
- 2.3. What criteria and methods do you use to evaluate suitable candidates, and how do you tailor them to each client's requirements?
- 2.4. How do you verify the professional knowledge and experience of suitable candidates?
- 2.5. How long does the entire process take from starting a search to placement of a suitable candidate?
- 2.6. How often and in what ways do you communicate with the client during the candidate search?
- 2.7. Do you provide interim reports and updates during the candidate search process?
- 2.8. What is your success rate in placing suitable candidates?

#### **3. Pricing of the service**

- 3.1. What is your pricing model for the provided services?
- 3.2. Do you have minimum price for the provided services? If so, what is it?
- 3.3. Which services are included in the basic candidate search?
- 3.4. Do you charge any additional payments or extra fees?
- 3.5. Do you offer additional services? If so, what are they and how much do they cost?
- 3.6. What are your payment terms – phases and payment intervals?
- 3.7. Do you offer guarantees of replacements in case a candidate fails to meet expectations or leaves prematurely?