

Executive Search Firm Comparison Tool



Search Firm Name:

It is common to speak with at least three executive search firms before choosing a hiring partner you trust to deliver results. Use this tool to evaluate and compare each firm on your list.

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

	DISAGREE					AGREE				
1. Initial contact. 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
2. Questions asked (and answered). The search firm not only listened carefully and answered my questions directly, but also asked me intelligent questions that reflected an understanding of the open position and my organization's broader needs.	1	2	3	4	5	6	7	8	9	10
3. The proposal. The search firm promptly delivered a proposal, including the cost of the hire, an outline of the recruiting process, and a list of contract deliverables .	1	2	3	4	5	6	7	8	9	10
4. Price and payment terms. The price and payment terms are fair and competitive.	1	2	3	4	5	6	7	8	9	10
5. Replacement guarantee. The candidate replacement guarantee is offered without conditions and 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
6. Speed of estimated search completion. The proposed search timeline is fast and thorough .	1	2	3	4	5	6	7	8	9	10
7. Candidate research process. The search firm's contract outlines a data-driven candidate research process with a rigorous method for finding a full slate of candidates from diverse backgrounds.	1	2	3	4	5	6	7	8	9	10
8. Methodical reporting. The search firm's contract clearly outlines how they will organize and share information with the hiring manager, including information about the job market, alternative titles, fair market salary recommendations, etc.	1	2	3	4	5	6	7	8	9	10
9. Decision support process. The search firm's contract outlines a decision support process that offers the hiring manager clear data, practical tools, and a variety of options to help them make informed choices throughout the search.	1	2	3	4	5	6	7	8	9	10
10. Rigorous candidate evaluation. The search firm uses scientifically proven methods to predict success on the job, including interview support and work sample testing .	1	2	3	4	5	6	7	8	9	10

TOTAL SCORE: