

TRINITY

SEARCH • GROUP

Our Search Process

Needs Assessment and Position Specification

Trinity Search Group and the client will discuss the company's needs to determine the required set of skills, understand the organizational relationships, define the required experience and identify the other characteristics necessary for the successful candidate. After carefully assessing the client's needs, Trinity Search Group will prepare a written position specification that outlines the responsibilities of the position, qualifications required of the ideal candidate and the criteria for success. This specification will guide the search efforts in order to have the search completed within six weeks.

Research and Candidate Identification

The specification will be shared with all Trinity Search Group team members to identify sources and prospects. Simultaneously, our research team will access our computer databases of individuals, corporations and other sources. Trinity Search Group will penetrate the target market of competitive firms making selective calls to sources and prospects to identify, attract and evaluate qualified individuals. During this period and at the client's request, Trinity Search Group will provide a search status report to the client.

Candidate Interviews/Evaluations

Trinity Search Group will telephonically interview and evaluate each candidate on the basis of the search criteria and their experience and potential cultural fit with the client organization. We will also dissect the background and experience of each candidate to ensure they have the right experience for the position as well as learn and understand their motivations for change and career needs and wants.

Presentation of Candidates

A written bio, along with the candidate's resume and project list will be submitted on individuals who most closely fit the position specification.

Candidate and Client Interviews

Trinity Search Group will schedule a mutually convenient conversation between the client and each candidate. After each interview, we will contact both the client and the candidate for immediate feedback.

Reference Checking

Once the client selects the final candidate, Trinity Search Group will contact individuals (Owners, Architects, Subcontractors, and Previous Employers) who are capable of providing insights about the candidate's qualifications. The collective comments made by these references will then be submitted and reviewed with the client.

Completion of the Search

As the search comes to a close, we will assist in structuring the compensation package and extending the offer. Once the successful candidate is in place, Trinity Search Group will help with the candidate's integration into the client's team.