



# Hire the right person the first time.

## STM is your full-service strategic partner for senior management and executive level recruiting needs.

### ✓ Customized Search

We don't just open a file drawer, pull a few résumés and say, "Give these a try." Every search is customized to meet the specific needs of the position, your management style, and the unique culture of your company.

### ✓ Screening & Assessments

Every candidate we send your way is thoroughly screened via research, interviews and our unique STM assessment process. As a result, we are able to distill the applicant pool and present only the most qualified candidates—saving money by avoiding hiring mistakes, and saving time during the selection process.

### ✓ Flat Fee

Our fee is based on a percentage of the target base salary, and it remains the same regardless of the final offer. This keeps us a neutral party when negotiating a final agreement with the right candidate.

### ✓ Post-Hire Follow Up

The first few months with a new hire are critical to ensuring that he or she is adjusting to their position and the relationship is meeting everyone's expectations. Therefore, we maintain regular contact with you and your new hire to find out how things are going and address any concerns that arise from either party. We are fully qualified to find solutions and keep everyone on track for success before concerns become serious problems.

**Recruiting is like changing the wings on your airplane, while maintaining a steady course. It's hard and you only want to do it once. Call us today to discuss your recruiting needs.**



(207) 373-9301  
solutions@strategictalentmgmt.com  
www.strategictalentmgmt.com

# Recruiting Services

Our objective is always finding the best fit for the position and your culture—not the best of available applicants. We realize you may not require our full recruitment offering, so we've developed three levels of recruitment services to best suit your organization's needs. If the package in which you are interested does not include a particular service, please contact us to discuss à la carte options.

Service	Executive Search	Modified Search	Hiring Assessments
Develop and/or update advertisements for the position	X		
Develop selection criteria and screening process	X		
Place advertisements in select media	X		
Perform direct sourcing of candidates	X		
Collect applicant résumés	X		
Screen résumés against selection criteria	X		
Contact select candidates and conduct initial interviews	X	X	
Screen applicants using STM assessment technology	X	X	X
Provide written feedback and recommendations	X	X	X
Provide interview coaching	X	X	X
Coordinate client interview schedule with selected candidates	X	X	
Conduct reference checks on finalist(s)	X	X	
Assist in the development of specific and measurable performance requirements	X	X	
Assist in drafting a written job offer to finalist	X	X	
Present written job offer to finalist	X	X	
Assist in negotiation of final employment terms	X	X	
Conduct a full background check on finalist	X	X	*
Facilitate an assessment review with the new employee and their supervisor	X	X	**
Conduct regular post-hire follow-up with you and the new employee	X	**	**
Provide a 4-month guarantee (STM will refill the position if your new hire resigns or is terminated within the first four months of employment at no additional charge—exceptions apply)	X		

\*STM is able to conduct a background check on your final candidate(s) for an extra fee.

\*\*STM will conduct these post-hire services for an extra fee.



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