Our search consulting services are designed to assist the client in defining positions and providing marketplace information as well as identifying, selecting, and recruiting well-qualified candidates through a comprehensive search process.

I. Define Objectives and Specifications

- Understand the Purpose and Goals of Oklahoma State University
- Develop a Position Specification
- Develop a Timeline

II. Identify and Assess Candidates

- Assist and Advise the University on Advertising
- Conduct Original Research
- Aggressively Recruit Potential Candidates
- Assess Candidate Qualifications

III. Facilitate Process and Interviews

- Recruit, Advise, and Facilitate
- Coordinate All Interviews and Travel Logistics
- Assist Client with Interview Preparation
- Conduct Extensive Background and Reference Checks

IV. Negotiation & Candidate Follow-Up

- Recruit Preferred Candidate and Assist Client in Negotiations
- Follow-Up Communication with All Candidates
Understand the Purpose and Goals of Oklahoma State University.

- Parker Executive Search will visit with the University, its leadership, and those involved in the search in order to gain an understanding of the history, structure, and operations of the organization.
- We meet with all interested parties involved in the search process to clearly understand and clarify the expectations for the search assignment.

Develop a Position Specification.

- We assist the Search Committee in identifying basic responsibilities, defining the position title, clarifying the reporting relationships, and preparing the position specification.
- We provide the Search Committee with sample specifications and assist in fine tuning the specification, as requested.

Develop a Timeline.

*This will include certain established dates, to include:*

- Updates on the search process and candidates.
  - *The Search Committee will have access to all written updates and candidate materials via a secure website.*
- Conference calls scheduled as necessary.
- Delivery dates for the candidate recommendation and final report.
- Interim meeting dates with the Committee and others as required.
- In addition, interview dates, locations, and responsibilities will be established as agreed upon, using the timeline as a guide.
- This timeline is designed to also clarify who is responsible for the execution of each objective and target date.
Parker Executive Search will assist and advise the University on appropriate advertising venues, which may include, but are not limited to:

- The Chronicle of Higher Education
- Diverse Issues in Higher Education
- Hispanic Outlook in Higher Education
- Women in Higher Education
- Other publications at client’s direction
- Oklahoma State University website
- Parker Executive Search website

All potential candidates will be contacted by email and by direct phone calls.

- Parker Executive Search’s objective is to ensure that all interested parties have been contacted in a timely and professional manner.
- One of the objectives of the search process is to give the client, candidates, and general public a substantial comfort level that the search has been conducted professionally and efficiently.

Original research and candidate identification will continue throughout the search process.

- Parker Executive Search uses original research as well as a careful review of its database, which is complemented by advertising in appropriate publications, to identify and recruit qualified candidates to compare and evaluate against the position specification and each other.

An assessment will continue throughout the search process.

- Parker Executive Search will obtain an understanding of accomplishments, capabilities, strengths and weaknesses, and potential for success for each candidate through resume review, telephone screenings, job specific questionnaires, and, in some instances, personal interviews.
Parker Executive Search will advise and facilitate the process.

- Parker Executive Search shares all information with the appropriate representative(s) of the University. Parker Executive Search recommends candidates who are qualified and meet the specifications for the position, but the search firm does not have a vote in the final selection process.

Parker Executive Search’s role in interview scheduling.

*Parker Executive Search will make all arrangements and schedule candidates for interviews with University representatives, with the University’s approval.*

- Consult with University representatives on determining dates and location for interviews.
- Make all meeting arrangements with hotel/meeting venue, including room reservations for University representatives and candidates.
- Schedule interview time and date with each candidate.
- Assist candidates with air and/or ground travel arrangements.
- Provide Search Committee members with complete interview schedule prior to interview dates.
- Schedule or assist in scheduling site interviews for final candidates.

Parker Executive Search will assist the Search Committee and others with preparing for interviews, to include:

- Advising University representatives on appropriate interviewing techniques and questions, as necessary

Conduct background checks on final candidates.

- Obtain written permission from each candidate to conduct background checks.
- Conduct criminal, credit, and motor vehicle checks.
- Confirm candidates’ degrees.
- Conduct media reviews for potentially controversial areas of concern.
- Have candidates sign a statement of accuracy of vita and/or bio.
Conduct reference checks on final candidates.

- We speak directly with individuals who are in positions to evaluate the candidate’s performance in recent years, references that will include both those supplied by the individual, as well as additional reference contacts.
- We also encourage the Search Committee to conduct references on final candidates.

Our proprietary secure website provides our clients easy access to all search materials throughout the search process.

After logging in, clients will gain access to the following documents:

- Position Description
- Search Update/Strategy
- Timeline
- Candidate Status Log
- Interview Schedule
Negotiation and Closure

- Parker Executive Search will recruit the preferred candidate.
- We will be involved in working with the client in concluding the search process, including salary and benefit negotiations, when appropriate.
- In addition, we will continue to work with the successful candidate and maintain a close contact, including quarterly telephone conversations to ensure a smooth transition.

Candidate Follow-Up

- Parker Executive Search will follow up with all candidates who were not selected for final interviews, or ultimately extended an offer for the position.
- It is the desire of Parker Executive Search to ensure that the University has been represented professionally, and all interested parties feel that they have been given fair and open access to the search process.