



Our Process

ORGANIZATION PROFILE

GreenJob Recruit will conduct meetings with key individuals within your organization in order to develop a keen understanding of the organization, its goals, and expectations for the new executive. Our focus will be to gain an accurate knowledge of your opportunity in order to effectively represent you in the marketplace. These key sessions also provide us with critical insight into the intricacies of this search assignment and enable us to identify candidates that “fit” within your organization.

ASSESSMENT AND REVIEW

Upon completion of our meetings, we will prepare a written report reflecting the nature and substance of the information gathered. We will address any potential difficulties on the front end of our search and consult with you regarding appropriate solutions in order to ensure a successful search. This report shall also clearly outline your expectations of the results to be achieved by your new executive.

IDENTIFICATION OF CANDIDATES

We will conduct a national search and will use a variety of sources, technologies and strategies to market your opportunity in order to develop an outstanding slate of interested candidates. We will focus on those qualified individuals whose educations, experience, style and accomplishments meet your needs. We will be happy to evaluate any candidates that you refer to us. We will respond to any such candidates on your behalf and assess their level of interest and fit along with those candidates that we develop.

CANDIDATE SCREENING

We will conduct initial screening and review profiles of interested candidates. Upon determining level of qualification and interest, we will provide a thorough description of your organization and its vision. After review of appropriate materials and additional screening, we will arrange for personal interview with candidate where a face-to-face evaluation is conducted. A candidate is never presented to you without successfully passing this critical evaluation.

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REFERENCES AND VERIFICATION OF CREDENTIALS

We will verify all required educational degrees of candidates presented to you. We will also verify any professional licenses and/or certifications. We will also speak with current and former employers, supervisors and professional peers to verify accomplishments, style and personality. Due to the often confidential and delicate nature of recruitment, we may be limited in our referencing until we are further along in the hiring/recruiting process.

PRESENTATION OF CANDIDATES

Upon successful video or in-person interview, candidates shall be presented to you for your consideration. We will assist you in your selection of candidates for interviews with your organization. We will also assist with travel arrangements for candidates when appropriate.

COMMUNICATION AND NEGOTIATION

We will maintain constant communication with you and candidates upon completion of their interviews and provide valuable feedback to both parties. We can also assist you in any negotiations with the selected candidate regarding compensation, benefits, terms, etc.

POST PLACEMENT

We will maintain communication with you and your new executive for one full year to ensure a smooth transition.