Search Assistance

Alford Executive Search (AES), a division of KEES, developed Search Assistance services in response to a growing demand from clients who needed limited help with their search process. Search Assistance is an **unbundled, smaller version** of our **full retained search services** and is best suited for an organization where the open position's **salary range is below $70,000**.

Our team will find the best possible candidate in the most efficient process so your organization can focus on fulfilling its mission. This service is **tailored** to meet your needs and may include a **combination** of the following activities:

- **Job Description:** AES will provide feedback on the already developed job description.
- **Advertising:** AES will craft advertising language and suggest locations for ad placements (both free and fee-based sites).
- **Online Application:** AES will provide the "application site" for all candidates to submit materials.
- **Sourcing:** AES will utilize its contacts to proactively recruit candidates and/or source professionals who may be able to recommend qualified candidates for the position.
- **Resume Processing:** AES will receive, acknowledge, screen and respond to interested candidates, and then pass along to client with a three-tiered rating.
- **Phone Screening:** AES will screen all candidates via telephone who qualify (on paper) for the position. This will continue until suitable candidates are identified to present to the client.
- **Presentation of 3-5 candidates:** AES will present the client with candidates that meet the required skills and qualifications for the positions.
- **Background Checks:** AES will conduct background checks (criminal, civil, credit, verifications, etc.) on candidates as requested.
- **Professional Reference Checks:** AES will call references for the final candidates.
- **Workplace Profiling:** AES will facilitate an online assessment so the hiring manager understands effective management strategies to help the new hire succeed.

Most Popular Combination
- Advertising
- On-Line Application
- Sourcing
- Resume Processing
- Phone Screening
- Presentation of 3-5 candidates

You will share the responsibility in the hiring by determining the "fit" of the candidates and making final hiring decisions based on the candidates presented. All presented candidates will be skilled and qualified to fill the position. Fees for Search Assistance services are based on the proposed work and are agreed upon in advance.