

Career Education Review - January issue: Feature article Executive Search Group

Having a strong school background and an ability to listen to the needs of both clients and candidates separates Executive Search Group from other search firms.

After working in the career school industry for nearly 17 years, I've developed a lot of contacts and know a lot of people. When a president or senior administrative person calls me with a job order, whether it be for positions in admissions, education, finance or administration, I know what they need based on the size of the school. Having that background helps me to identify the needs of the clients.

With our strong school management background we can place clients and candidates together for mutually beneficial relationships. As a strong, national referral business, Executive Search Group focuses on individualized attention and absolute confidentiality. People know our track record.

Executive Search Group won't approach or re-approach someone placed with a group or college, so schools don't have to worry about higher turnover with employees placed through search firms.

Our strengths have been in placing school presidents/ directors, regional positions, directors of admissions, directors of financial aid, directors of education, and all corporate-level positions.

Having been on both sides of the interview process, we know just the right steps to take with candidates' resumes. After receiving a resume, we call candidates to schedule first-level telephone interviews to discuss their affiliations and their current positions. Once we determine they are not already clients or people we have recently placed, we exchange information. We find out their needs, work experiences, career expectations, relocation availability and income levels. We confirm their experiences, degrees and their statuses, then answer any questions candidates may have.

It's helpful to know the school's group or college in which the candidates have worked or are working and the size of the school. We ask numerous quantitative questions. Each candidate is asked specific questions geared to their management position and style in order to gauge his or her level of expertise. We also ask a lot of detailed questions in whatever area the candidate is in, and that really helps us determine the level of management skill. It helps us immediately determine how strong candidates are.

On a second-level telephone interview, we again confirm candidates' seriousness and degrees, and ask for references, which would include two, preferably three, immediate supervisors and one peer.

We explore all possibilities to find the best fit. We've recruited both inside and outside the sector. There are definitely some jobs that have crossover and parallel experience. Either way, we strive to fill positions with strong managers who have fresh ideas. Knowledge of the industry is an essential asset for candidates. A candidate who has worked within the industry on a management level for a minimum of three years knows how school management and operations work.

The greatest satisfaction in this business is having two parties meet, whether it be via telephone or through a face-to-face interview, and hearing from both sides that there was a click, that a connection was made. I like hearing comments like, "We liked him or

her,” “I could work for that person,” “What a great organization,” or “What a great candidate; she brings a lot to the table.”