

# TEN STEP PROCESS FOR CEO SEARCHES

## The DDJ Myers Ten Step Process for CEO Searches

1. Meet with the CEO Search Committee to establish a clear picture of the role and its objectives. Complete the Star Performer Model, a proprietary recruitment and succession plan model used to identify required skills, competencies and behavior required for the role. This model will help outline the vision for the Chief Executive Officer role, its critical expectations and measurements for success. It will also help all stakeholders understand the standards by which candidates are measured such as resume skills, soft skills, behavioral style, leadership competencies, and emotional intelligence.
2. Assist in the development of a comprehensive position description, candidate questionnaire, compensation and executive benefit package that meets the objectives defined in step one.
3. Search for and screen potential candidates who meet the specifications, qualifications and behavioral characteristics required to succeed in the position.
4. Provide selected candidates with a customized candidate questionnaire to evaluate their written communication and technical skills, as well as a link to the TTI Performance Systems and Multi-Health Systems leadership assessment packages.
5. DDJ Myers, Ltd. conducts interviews with selected candidates to assess knowledge, expertise and communication skills, and to ensure that their personal goals are a fit with the needs and objectives of the organization. References and background checks are conducted for candidates progressing to the next step.
6. Present three to five *Candidate Assessment Packets* to the CEO Search Committee for consideration and interviewing.
7. Coordinate various stages of interviews between selected candidates and participating stakeholders. Manage interview feedback and support selection of the finalist(s).
8. DDJ Myers and CEO Search Committee debrief interviews and the final one or two candidates are selected for a subsequent interview or interviews.
9. Once a final candidate is selected, DDJ Myers coordinates with the CEO Search Committee an offer of the job, compensation and relocation package (if applicable) with finalist. Draft and present offer letter and timeline for transition from current to new employer.
10. Support on-boarding of the new CEO over a multi-month timeframe.

Contact Deedee Myers directly at 602-840-1053 to discuss starting a CEO search for your organization or for more information on Executive Recruitment, Succession Planning, Strategic Planning or Leadership Development.