



INNOVEX

Executive Search Guide

PICTURE THIS.

You have just secured your next investment round or gained sign-off on your new budget from the board.

Your board is now chasing you on when your first hire for the leadership team will be.



Why Hire an Executive?



You've got your company, brand, and vision in place.

It's now time to move it forward and start building a leadership team with the addition of a C-Suite Executive member.

Building a Leadership team can provide your organisation with the strategic knowledge and capabilities to achieve your organisation's objectives and create new achievable plans for your business growth.

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To achieve those goals, hiring an Executive or C-Suite member with previous industry experience is essential. They can support your organisation by:

- ✓ Using their external experience in making critical organisation decisions.
- ✓ Implementing a structured operational framework to build a strong business foundation for growth.
- ✓ Outline your personal and company values and integrate these into your culture.

Why Partner with an Executive Search Firm?

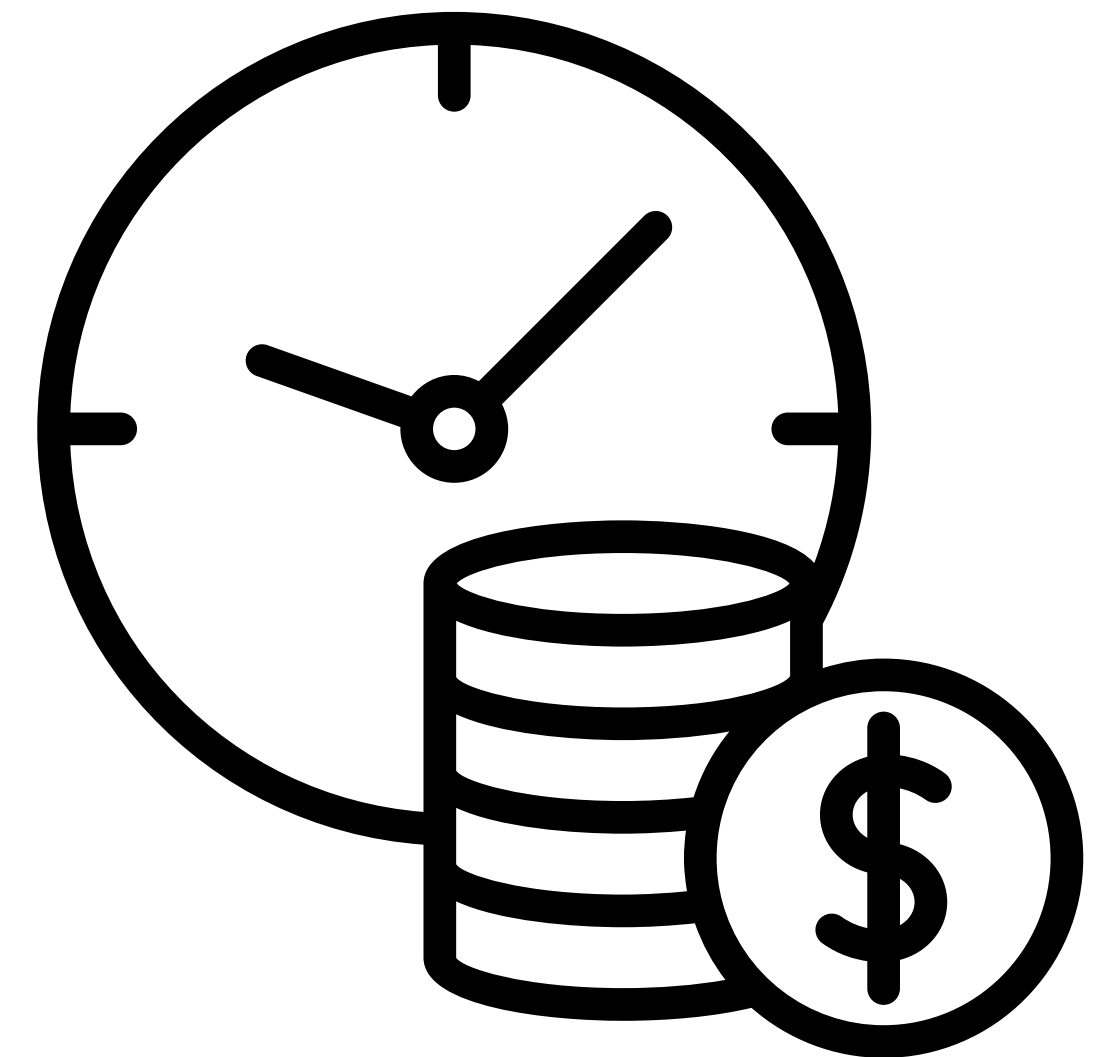
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Save your organisation time and money by putting your Executive Search in the hands of experts.

When you begin your Executive Search process, it will typically require external assistance.

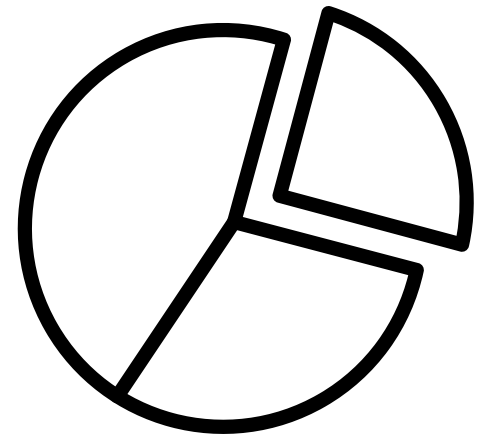
However, don't rely on your regular Contingent Agencies or personal network for such a critical hire. It's not who you know, it's who you can find.

Make a wise investment and partner with an Executive Search Firm specialising in the sector and level of hire that you need.

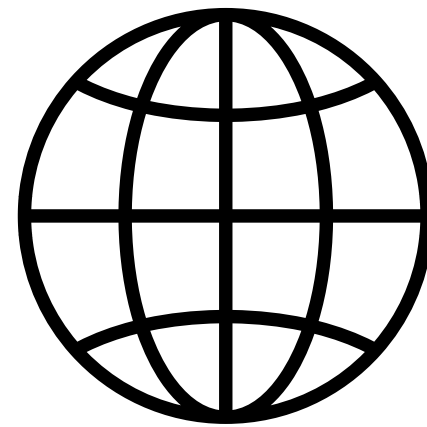


Executive Search Firms can provide you with:

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Data-driven advice to help you set up a search with zero time wasting and realistic timelines.



A network of Candidates with the required experience in your market. Alongside new research.



A third party to identify candidates, interview, and shortlist them, adding another layer of security and avoid wasting time.



A simple fee structure that allows you to be 100% sure that your search will be delivered.



To find out more about partnering with an Executive Search Firm our 'Working with an Executive Search Firm' Guide can help.

[Click Here to Download Your Free Guide](#)



Ready to Start Your First
C-Suite Hiring Journey?

Lets go.....



Step 1: Decide on your C-Suite.

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CEO

The Chief Executive Officer is the core leader of an organisation. Their focus is to push each C-Suite Executive to reach its objectives.



CCO

The Chief Commercial Officer is responsible for sales, data, asset management and customer service departments to drive growth and overall business development.



CFO

The Chief Financial Officer is responsible for the financial management of the company. This includes financial planning, M&A, risks, funding, investments and all financial reporting.



COO

A Chief Operating Officer is in charge of all structures and systems and operations of an organisation. From HR systems to factory operations. This person is a strong advisory support system for other Executives.



CMO

A Chief Marketing Officer is responsible for the brand, marketing and the sales aspects of an organisation. They drive the conversions, leads and awareness of an organisation.



CTO

A Chief Technology Officer is responsible for the information systems, product development and all technical aspects of an organization.

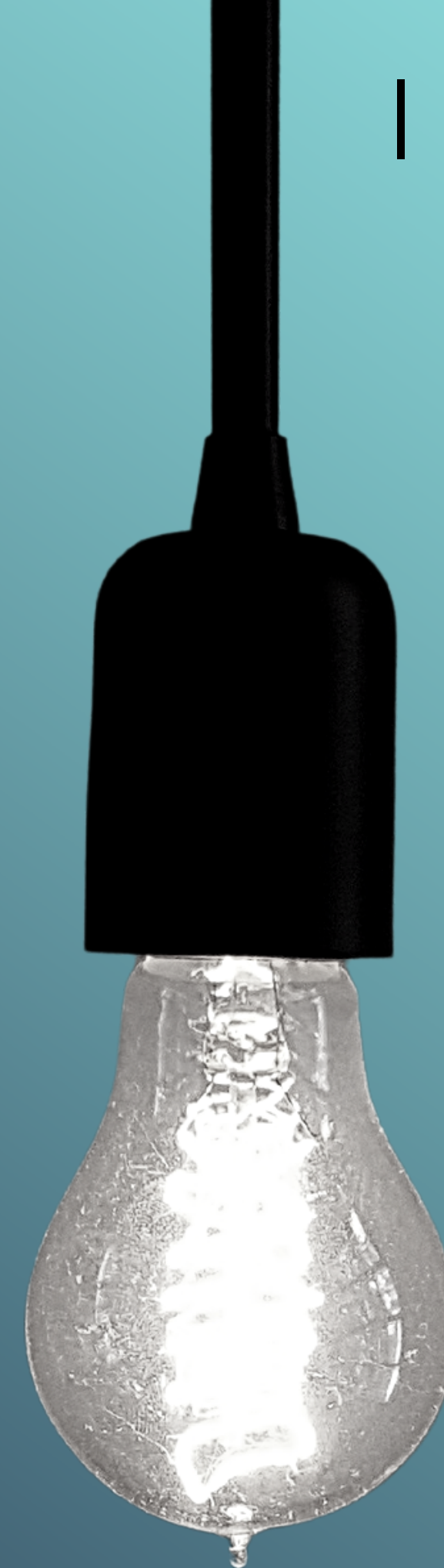
STEP 2: Creating a Candidate Brief.

You've worked out what Executive will add the most value to your organisation. It's now time to create a Candidate Brief.

Here are critical things you need to include:

- 1.) Journey of your company.
- 2.) The description of the role.
- 3.) One to five-year plan.
- 4.) Company benefits.
- 5.) Progression opportunity.
- 6.) Culture, USP's and what adds value to the company.
- 7.) Experience, skills and capabilities you require.
- 8.) Reporting line.

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STEP 3: Design the Interview Process.

This is an important step that a lot of organisations don't give enough consideration to.

Having a set interview structure in place achieves 100% confidence in your decision-making process.

Working with an Executive Search Firm to pre-design each stage's interview process and framework gives organisations confidence in the number of rounds, the questions asked, and whom they introduce to each candidate, providing the correct information to make the hire successful.

Innovex's Recommendation:

- ✓ Create a structure with a minimum of 3 rounds.
- ✓ Introduce them to core members of the team to understand if there is a cultural fit.

Step 4: Implement a Feedback Structure.

Implement a feedback structure that adds value to your search. Having a solid communication flow allows your search to evolve at a more efficient pace.

It's important to provide feedback to the following three stakeholders:

Search-Firm

Providing feedback on why candidates are or are not a good fit for the role.

This encourages a better tailored shortlist when identifying other candidates.

Candidates

Offer constructive feedback even if they don't progress to the next round.

This will help candidates for future opportunities and provide a positive image of your organisation.

Board-Members

Be transparent about the progress of your search and the candidates you have met.

This gives Board-Members piece of mind on you are spending resources effectively to drive your organisation forward.

STEP 5: Making Your Decision.

After interviewing your final shortlist of candidates, you might struggle to decide between two or three Candidates.

Here are considerations that can encourage a candidate to stand out:

- 1.) Who will fit best into your team but also add to the culture?
- 2.) Is there someone who shows a solid ability to progress?
- 3.) Which Candidates show the highest loyalty, resilience and ambition levels?

Key Tips to a Successful Hire

Create a Compensation Package That Attracts the Right Talent:

With the help of your search firm, create a compensation package and progression opportunities that will draw the right talent to your role.

Listen to the Advice From Your Search Firm:

They understand what is needed to deliver your hire taking their advice will save your organisation time and money.

Stay Flexible:

Don't put pressure on finding a candidate in a certain amount of time. If you want the best of the best or aren't seeing that your current talent pool is ticking the right boxes, consider adjusting your search and extending your talent pool, this may add time to your search, but ultimately, it's what is best to find the correct result.



Key Tips to a Successful Hire

Handle the Experience Professionally:

Remember that you are representing your organisation during the interview process. Make sure no matter whom you meet, you act professionally and don't make decisions that could cause a negative brand image for your organisation.

Give more context:

Rightly so, you will want to ask as many questions to candidates as possible to understand if they are the right fit for the role. But make sure you designate some time in the interview to give more context about your company, its vision, and why you believe the candidate would want to work for your organisation and not your competitors.

Our Recommendation: split the interview 50/50.



Innovex Executive Search, INNOVEX

How can we Support you.

Innovex Executive Search Firm will help you find the right candidate for not only now but the future of your business with a stress-free process.

Our Executive Search Consultants will use an up-to-date view of a market area to identify candidates from relevant target sites, interview them and shortlist the leading candidates for you to undertake the final process of the top candidates.

We partner with you to understand your organisation so we can identify candidates with the professional skill set, experience, and working methods with an excellent cultural fit so you can find a leader that will strongly grow your organisation.



WHO DO WE HELP?

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PE & VC BACKED

We deliver the candidate who will compliment a founding CEO and/or board members. Therefore, relieving any stress, you may have from high-pressure shareholders.

STARTUPS & SCALEUPS

We work with companies from Seed through funding rounds to pre-IPO. We love the challenge of working with start-ups whose functions may not yet be in place. So we work with you to change this.

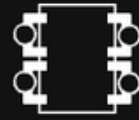
PUBLIC COMPANIES

We find the people who can give a more established business a competitive edge, either driving transformation and digitalization of the product/service or breaking into new markets.



How our Executive Search Process Works

1.



Execute a detailed brief with all stakeholders involved to ensure all are aligned.

2.



Design a unique research strategy to map geographical areas and industry pools and identify business aspirations.

3.



Create an interview framework that you approve, allowing us to assess the agreed skill sets and personality types.

4.



Identify and provide a research list of candidates ranging from 80-150 people.

5.



Approach this research list, gaining a minimum engagement rate of 50%.

6.



We provide weekly updates via phone and email throughout this process, alongside 24/7 access to our Executive Search platform, Loxo

7.



Interview each relevant candidate thoroughly.

8.



Provide a candidate report, including CV, interview notes and recommendations.

9.



Agree on a shortlist from the longlist for you to interview.

10.



Organise your interview appointments swiftly.

11.



Advise throughout the interview process. Also, provide candidate feedback direct and confirm the next steps.

12.



Secure chosen candidate.

Case Study: Innovex X Keyloop.

Situation

Keyloop is a leading global supplier of digital solutions within the Automotive industry.

Challenge

Keyloop has exceeded its growth plans through its acquisition activity. They have acquired over five leading global businesses alone in the past two years.

Solution

To manage this growth, Keyloop required a Global Head of Project Management Office to lead and drive the delivery of their customers' projects across their core operating industries.

Outcome

Innovex's CEO and Founder, Jake Parish, presented an 8-step strategy to deliver this search successfully.

Fourteen days after beginning the search, a shortlist was presented. After a final interview with Keyloop, Sarah Porter was offered the Global Head of Project Management Office role.





Review Innovex X Amberscript.

"Innovex ways of working are high energy, thorough and fast. A great partner that is a joy to work with. Innovex has been crucial in our effort to strengthen our executive team. By listening well to our needs and solid experience in the field, we were able to find the perfect fit in an unrivalled time! We have certainly saved 4 months of search time for executive spots, Innovex works at unrivalled speeds."

- Peter-Paul, Founder

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Sign up for our Newsletter to Recieve
Further Advice on how to Build and
Nurture Your Leadership Team.

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