

E · S · A
EXECUTIVE
SELECTION
ASSOCIATES

confidence through knowledge & experience

“ESA is an Executive Recruitment Consultancy that specialises in the ‘Built Environment’ throughout the UK and Internationally.”

Executive Selection Associates Consultancy Services

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Introduction

Executive Selection Associates Limited is a retained led search and selection consultancy specialising in senior and executive talent acquisition to the built environment. Formed in 1985, the business was privately owned until 2007 when serial entrepreneur James Caan – CEO of private equity firm Hamilton Bradshaw and ‘Dragons Den Star’, acquired it.

We work for major blue chip organisations to new and fast emerging companies. Our service is both discreet and confidential, treating each assignment we work on as being individual.

In today’s competitive market, acquiring and retaining top talent is essential. Working in close partnership with you allows us to identify the most talented individuals in your market, enabling you to develop and maintain market share.

Why Work With Us:

- Specialist to the "Built Environment"
- An integral part of our clients' strategic development
- Experienced recruiting throughout the UK and Internationally
- Structured and open approach to projects
- Trained and dedicated in-house research team
- Offer fully tailored solutions to meet your specific requirement
- Commitment to complete

Industry Specialisations

We are happy to consider assignments in any location or discipline, but the information below gives an outline of where the bulk of our experience lies:

- Building Services
- Energy & Sustainability
- Structural Engineering
- Construction
- Project Management
- Civil Engineering
- Cost Consultancy
- Architecture/Planning
- Facilities Management
- Regeneration
- Transportation Planning
- Environmental

Vision

Executive Selection Associates will be a shining example for the recruitment industry.

Offer a 'boutique' service throughout the UK and Internationally.

Be the chosen recruitment partner for the Built Environment's leading organisations.

Mission

ESA exists to establish trusting relationships with our chosen clients and matching their needs with brilliant service.

To be exceptional about delivering what we promise.

To add real commercial value to our clients by sourcing the most 'talented' individuals.

Values

Excellence – High standards, learning & development, taking responsibility, pride.

Honesty – Trustworthy, open & ethical.

Creativity – Open to ideas, energetic, positive and fun.

Methods of Recruitment

Our three basic methods are outlined below.

(1) Retained Search

ESA recommends retained searches for:

- Senior level positions where both clients and candidates expect the process to be managed by a professional retained search firm.
- A new business initiative where confidentiality is important.
- Where market perception affect the clients ability to attract the right talent.
- Sensitive high-level searches where the position involves the replacement of an individual.
- Where the client is working to a specific timescale

Process

Prepare Brief: Working with our client, we put together a full job description, person specification and look at wider factors such as company culture, team dynamics, company vision and values.

Source-list: ESA put together a list of suitable companies within an appropriate geographical area and skill set. With input from our client we finalise a comprehensive list of companies, which should have the required expertise.

Identification: The ESA research team identify individuals at the appropriate level. To ensure we get a correct picture, the team chart people at the given level but also above and below as different companies have different corporate structures.

Contact: The ESA team are trained in approaching potential candidates, showing them an opportunity whilst maintaining confidentiality, gaining the confidence of potential candidates and assessing their level of interest and suitability.

Interview: An interview schedule is drawn up, usually with some input from the client. Candidates will undergo a structured interview process geared towards the criteria of the post. Psychometric tests can be carried out to support the process and identify questions for the next stage.

Shortlist: The most suitable candidates are presented to our client with full interview reports and our recommendations. ESA follow the process through package negotiations, offer, acceptance and start. The client receives complete exclusivity regarding candidate introductions until they reject any potential candidate from the search process.

Research

Using our team of researchers and network of contacts developed over many years, we will identify and approach the very best talent. Our in-house research team are all graduates and have been trained by our Research Manager; we ensure they have a competent understanding of the position before we start the process. Each Director has over 10 years industry experience and will manage the process from the start, interviewing and making final recommendations on the candidates' suitability.

Retained Search Timescales

When accepting retained assignments, one key factor of success is the formulation of a reasonable but yet realistic time management programme. A detailed Service Level Agreement (SLA) will be completed and adhered to by both parties.

In order to keep you fully informed on the progress of the assignment, it is our policy to issue regular updates, which summarise the progress being made.

(2) Talent Spotting

Additionally to targeted searches, we provide a 'talent spotting service'. Utilising our industry knowledge and network of contacts we are able to introduce like minded talented individuals. This type of search often applies to more established clients looking for mid-level managerial positions or as a follow up to successful retained work.

We expect connectivity with line managers, Human Resources, a clear understanding of your vision and culture giving us the best opportunity to promote your business. We offer an aggressive fast-paced approach, and strong pre-screening ensures we introduce only a selected number of high calibre candidates who are talented, qualified and motivated to meet.

(3) Selection

ESA recommends a managed advertising campaign when:

- The potential candidates could come from varying backgrounds or geographical locations
- The client does not have sufficient support/time to effectively handle the response.
- The clients do not want to advertise using their own name.

ESA works closely with our advertising agency **Blackbridge** to ensure innovative design ideas, the best use of publications, space and timing. The Associate or Director leading the project will manage the process through publication, coordinate responses, manage rejection and follow the process through to final shortlist as identified previously.

Retained Assignment Fees

Our fees are calculated individually for each project depending on the complexity. With a fuller understanding of the remit and level of the role, a precise fee rate can be proposed.

Our fees are invoiced in three stages:

- Stage 1** - 1/3 on commencement of assignment
- Stage 2** - 1/3 once interviews are arranged with the client
- Stage 3** - 1/3 on commencement of employment

Talent Spotting Fees

Our fees are calculated on a monthly/quarterly-rolling retainer. Alternatively ESA maintains a high level of commitment to clients who prefer to employ a success-based approach to recruiting candidates.

Selection Assignment Fees

Advertising is charged at agency cost. Fees are calculated individually for each project depending on the complexity.

Client Feedback



“Executive Selection Associates have worked with Barton Willmore since 2001 on a number of senior and management level appointments. They have been successful in identifying the industries highest calibre individuals and we have made a number of very successful appointments in several different disciplines across our eight office locations ”

Bill Evans, Partner – Barton Willmore, Planning & Design Consultancy



“I wish to formally register WGI’s appreciation and recognition of ESA’s professional commitment, support and performance in satisfying a significant number of our key senior appointments. Many of these, for our Healthcare Sector in particular, have been very challenging and somewhat exacting in terms of sourcing suitable individuals that would meet WGI’s expectations in terms of job description, core technical and personal competences and experience. In all cases, ESA have risen to the challenge and satisfied our requirements”

Courtney Cornish – Recruitment & HR Manager, Watkins Gray International, Architects



“ESA (and prior to this Dominic Evans) have recruited over 70% of Asset & Energy business unit staff. In a challenging and competitive market the level of professionalism, honesty and the quality of individuals presented has always impressed me. I have real confidence in their ability to represent CBRE”

Stefan Desormeaux – Director of Asset & Energy, CB Richard Ellis



“We have recently engaged ESA for a targeted executive search campaign for our Middle East operation. I was impressed with their attention to detail and the time taken to understand the brief and our international vision. ESA delivered an impressive short list of individuals, which has resulted in a successful appointment. I was impressed by their communication throughout the search process and I have no hesitation in recommending them ”

Nick Carter – Partner, Gifford, Consulting Engineers



“Dominic has been working with Hurley Palmer Flatt for over 5 years. His professional approach, understanding of our organisation and his ability to match our specific senior management requirements to exceptional candidates sets him apart from other recruitment organisations. I have no hesitation in recommending his services to any organisation”

David Young – CEO, Hurley Palmer Flatt

Listed below are a selection of assignments we have worked on over the last 18 months:

Salaries over £100K

Regional Director, Dubai
Director of Structures, London
Group Director of Sustainability, Australia
Regional Director M&E, London
Regional Director M&E, Surrey
Commercial Director – Construction
Director – Social Housing
Equity Partner QS, Nottingham
General Manager, Zurich
General Manager, Sweden
Managing Director, Civils

Salaries under £100K

Regional Director M&E, Leeds
Associate Director – Sustainability, London
Divisional Director – Structures, Surrey
Director of Sustainability, South East England
Director – Rail
Regional Commercial Manager D&B
Director of Transport
Director – Environmental Planning
Head of Noise & Vibration
Partner – Planning, Leeds
PFI Director
Project Director – Fit Out
Regional Project Director, Bristol
Associate Director – Asset & Energy
Associate Director – Vertical Transportation
Associate Director – Environmental Impact Assessments
Associate Director – Transport Planning
Technical Associate M&E
Associate – Planning
Associate Director – Landscape Planning
Land Acquisition Manager
PFI Bid Manager
PFI Commercial Manager
Facilities Manager

Training Services

Interview Skills/Recruitment and Selection

These workshops range from a half-day to two days in length depending on the range and depth of subjects covered. They are designed to improve the quality of recruitment decisions made by:

- Introducing the concept of Behavioral Interviewing
- Enhance existing interviewing skills
- Providing an objective and reliable method on which to make sound recruiting decisions
- Focusing on interview design
- Exploring tactics used to ask questions effectively, to find out how the candidate is likely to behave in the workplace
- Offering structure to the gathering of behavioral information and evidence of performance potential
- Exploring legal issues including diversity
- Understanding how to improve a candidates view of your organisation

Assessment Centres and Testing

We are able to offer you an extensive range of testing and assessment services, which can provide invaluable assistance in the recruitment and long-term development and retention of staff.

We offer:

Psychometric Tests

Psychometric Tests used in recruitment selection are designed to maximise objectivity, and to ensure that the recruitment procedure is fair, predictive and relevant to the job. We are able to offer the full range of SHL assessment tools such as the personality questionnaire OPQi and verbal and numerical testing at all levels.

Assessment Centres

Assessment centres provide an opportunity to review and assess the performance and ability of candidates in a variety of ways including individual and group exercises, case studies, role- plays, and presentations, which have all been designed to replicate the tasks and demands of the job for which a candidate (or team) is being considered. A wide range of skills and ability can be assessed including leadership, ability to work in a team, initiative and innovation, communication and presentation skills etc as well as providing an opportunity to see how candidates adapt to situations, their approach to problem solving and application of theory based knowledge. Assessment centres can provide a more accurate indication of future job success in particular tasks. Testing for personality and behavioral traits are important hiring tools in a climate where organisations are working harder than ever to capture and retain the right people.

For further discussion or information, please contact:

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