

Comprehensive Search Services for Office Furniture Dealers Alliance

OFDA has negotiated discounted fees for its aligned dealers for the following client services:

Search Services *(we have others)*

Active Sourcing Service – We create an effective posting for your position then post it where it will attract quality candidates. Also, we will data-mine the Internet, contact association lists such as IIDA and CSI, and supply you with a listing of 20 names (\$50.00 per name) that meet certain qualifications and who would be interested in hearing about your opportunity. This listing will contain the contact's name, title, most recent employer, email and phone number. If available it will also include a resume. You will be responsible for contacting those for whom you have an interest to discuss your current employment opportunity. Timing: All of the above can be done within fifteen (15) working days of the OFDA member signing our agreement to do such.

Fee \$1,995 (cost will be prorated if we are unable to supply you with 20 names within a 3 week period).

Modified Retainer – We guarantee to work the search until you hire someone. To do this we access our databank of 70,000+ contacts/candidates within the interior furnishings/building products industries. We also do all of the Active Sourcing Service above and call on average 140 contacts looking for referrals. Once we have a number of candidates we do all of the steps detailed under Short List Your Candidates below. We assist you with logistics, candidate feedback, references and if you choose, help to facilitate an offer and acceptance.

Fee is 23% (List is 26%) of the projected first year compensation. The first third is due up front. The balance is due only if you hire someone we submitted.

Short List Your Candidates

If you already have a number of candidates we can objectively and with expertise gained over 26 years review all candidates and prioritize the top 5. We first work with you to clearly understand your ideal candidate. Next we evaluate this against all candidates. Those who at least minimally meet your criteria are phone interviewed. Initial reference checking is done before all finalists are presented to you. When requested we next do in-depth reference checking. Not only are we experts at doing this but we have numerous contacts who will speak confidentially to us. Next we check your candidate(s) online presence (social networking) which can reveal some very interesting things. The testing below is optional. The 5 finalists are presented in priority order with full details of why we selected them. Your list of candidates can be supplemented by using the above Active Sourcing Service.

Fee \$1,100

Candidate/Employee Assessment Instruments

Sales Indicator – By utilizing the **Sales Indicator**, OFDA member can quickly, inexpensively and on a valid basis compare candidate results with above average performers for the same type of position to significantly enhance hiring decisions. Web-based, less than 30 minutes to complete and results are emailed to you within minutes.

Fee \$85 each for OFDA member with no minimum purchase required.

Profile XT - There is a more in depth assessment called the Profile XT which measures the total person including thinking/reasoning, behavioral traits and occupational interests. Web based, less than 90 minutes to complete and results are emailed to you within minutes along with interview questions.

Fee \$175 each for OFDA member with no minimum purchase required

Your employees are your most important asset. Let an expert assist you to enhance this asset.

For more information on any of these services
Contact Tom Davis at 407-574-2495 or tdavis@comp-search.com