



## CONSULTING SERVICES

Consulting services offer clients solutions to staffing and HR needs that are significantly less costly than full search contracts. Once JC&A is engaged to complete a project and a fixed budget has been established, there is no upward adjustment, unless the scope changes. Here is a list of services which can easily be customized to meet client needs. Fees will be computed based upon estimated hours. Per diem charge is \$2,500; expenses are invoiced separately.

Job Definition/Creating a Job Description. This is an opportunity to think through the critical tasks in a new position and how they relate to other roles in the department. The new job is defined to clearly delineate between roles. If the position is to be filled from outside the organization, the position description can then be revised so that it is a "marketing" tool appealing to job seekers.

Candidate Evaluation. If an organization is receiving a large number of applicants for a posted position and wishes to outsource the evaluation process, JC&A can review all resumes, select the most appropriate, screen those candidates, recommend finalists to the hiring manager and assist with logistics until the position is filled. (JC&A would not search for candidates.) Or, if a hiring manager would like an outside "neutral" evaluation of a finalist group of candidates, JC&A can provide that service.

Outreach, including Social Media, to develop candidates. JC&A has developed extensive lists of PR/IR Communications sites and can post a job description throughout the US as well as use Social Networks to announce a position—such as Linked In, Twitter and Facebook. Candidates may apply directly to the hiring organization or, alternatively, JC&A can be retained to screen the responses.

Managing a search process. If a hiring manager does not have the internal support to devote the time to expedite the hiring process, JC&A will take on the task of organizing the search to meet an agreed upon plan and timetable.

Reference Checking. This service can be valuable in gaining insights into the specific talents of a finalist (Are they a "media junkie" or are they excellent at mentoring and organizing resources, for example?) This level of discussion cannot be conducted by an in-house representative for a variety of reasons, including legal liability.

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Salary Survey. If an organization wishes a highly targeted and localized range for a position, this is a very specific research assignment that provides data that is not available through other channels.

On-site consulting. This is a service if an organization needs additional recruiting assistance for a specific number of days to accomplish tasks ranging from:

- coaching meetings with Communications and HR staffs (that are involved in recruiting for Communications/IR, professionals, etc.)
- interviewing junior to Sr. VP level candidates and,
- conducting on site seminars and discussions.

Personal Development and evaluation for senior executives. If a senior level executive in communications would like to evaluate strengths and areas for further development, a series of 1-hour coaching sessions can be scheduled. Or, a full or half day can be devoted to discussing career progression and resume preparation as an evaluation tool. (This is considered a company expense and not intended to prepare a candidate to leave the organization.) The current job description will be reviewed for content and challenges. There will be a discussion about whether the position description should be enhanced and/or revised.

Consulting Session for senior executives to review issues that relate to structural or departmental issues. This would be tailored to address specific needs/questions and would be strictly confidential.

Coaching managers re: effective interviewing techniques and how to improve their ability to recruit candidates and select (using appropriate criteria) the individuals most likely to succeed on their team. This is an individualized program specific to the organization and the hiring managers.

Creating on-site seminars, discussions, panels to address questions the in-house team would like to explore, tailored to the culture and style of the organization. JC&A would either be part of the panel or would organize the panel.

Special Events. JC&A has created master plans for and organized conferences, seminars, receptions for the PR community and has extensive experience volunteering in arts organizations and in the wine industry, organizing tours.

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