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## McHugh's Executive Recruiting Checklist

By **John B. McHugh** *Publishing Management Consultant*

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- Define Position Performance and Background Requirements
- Write/Approve Position Description
- Write/Approve Recruiting Advertisement Copy
- Develop/Approve Advertising Media Budget
- Develop List of Advertising Media
- Place Recruitment Advertisement in Media
- Screen Resumes Received against Position Criteria
- Interview on the Phone Qualified Candidates
- Submit Written Reports Rating and Evaluating Candidates
- Recommend Candidates for Potential Follow Up Phone Interviews
- Select and Invite Top Three to Five Finalists to Office for Interview
- Evaluate and Rate Top Finalists for each Position
- Develop Back-Up List of Finalist Candidates
- Make Offer, Negotiate with Top Finalist
- Make Offers to number 2 or number 3 Finalist if Salary Impediment Occurs
- Check References For Finalist Candidate
- Hire Candidate
- Write "Rejection" Letters/or Call "Rejected" Candidates
- List, Organize, and Archive all Resumes Received

### McHUGH EXECUTIVE RECRUITING SERVICES

**John B. McHugh** is an experienced executive recruiter with a specialty in commercial and nonprofit publishing, including college, business, technical, professional, religious, and association publications. He has written extensively about the field of effective publishing management, drawing on his expertise as a successful executive of both book and journal programs.

Tap into McHugh's extensive knowledge of the information industry to find top executives to profitably manage your publications program. Save on recruiting costs since McHugh charges a fixed fee instead of the costly retainer percentage used by most executive search firms.

McHugh's full service for publishing executives offers these advantages:

- Save expensive staff time involved in advertising, screening, and recruiting.
- Get an expert evaluation of prospects and final candidates.
- Save money by paying a flat fee vs. typical 33 1/3% of first year salary charged by executive search firms.

Call McHugh now at **414-351-3056** or e-mail at **jack@johnbmchugh.com** .

Visit his Web site **www.johnbmchugh.com**