



Affex Executive Search

Affex Executive Search is a bilingual company that provides executive search services for professionals. They also deal with government support and leadership development. They work hard to benefit their clients and are proud of their strong emphasis on collaboration.

Affex Executive Search has as its core business its [executive search](#) service. The Affex team draws upon its considerable abilities, professionalism, and experience to find the best talent possible for both public organizations and corporations.

Affex carefully searches to find just the right candidate for clients, whether it is international or within Canada. Its search results meet or exceed clients' expectations. This is the reason Affex has a one-year guarantee to clients who use its services.

Five stage executive search process

Under normal circumstances, the company uses a five-stage process to find candidates for its clients. If two candidates are needed for a particular company, Affex will charge just 50% of its normal fees for the second candidate in the search.

In the first step, Affex carefully studies the organization's main objectives, environment, desired outcomes, and leadership styles. Then, it develops an "ideal candidate profile" that details what the perfect candidate will have in terms of qualifications and professional competencies. It also outlines what candidates' desired personal characteristics will be. This model is based upon the US Center for Creative Leadership model, adapted to Canadian needs.

If translation services are needed, Affex covers these costs and doesn't pass them on to the client.

The second step in Affex's candidate search process is to develop a search strategy, including places to look for potential candidates, a fact sheet with benefits and compensation listed, and advertising strategy and budget if necessary, a timetable for completion, and the selection criteria used. In general, this type of search will take about six to eight weeks, from beginning to end.

The third step is the candidate search itself. It takes

into account what the client needs, and is thorough and systematic. Affex uses its comprehensive database and the details set out in the search strategy to find the proper candidate, and uses Affex's professional contacts, too. Affex's project manager, and research director work together to find the perfect candidate. The project manager especially is in direct contact with candidates, and with the client, continuously.

In some cases, the search strategy may utilize website or newspaper ads to find proper candidates. If this particular method is used, Affex makes sure that the ads are placed appropriately, based upon the needs and wants of the client. In addition, Affex places, writes, and designs all ads itself; it also handles every response it receives.

If ad placements are used, any translation costs are also absorbed by Affex and will not be paid by the client.

In the fourth step, candidates who are found to be appropriate are then contacted for preliminary, in-depth interviews. This lets Affex determine whether or not, each candidate has the talent to assume the position in question. Candidates are evaluated for their level of interest in the position, accomplishment, experience, and whether or not, they would be a suitable choice for the client. From the initial list of candidates chosen, 5 to 10 will be chosen for initial consideration.

Throughout the process, the client's lead manager will be continuously informed, and is also encouraged to provide input as necessary.

In the fifth step, these final 5 to 10 candidates are presented to the client, along with a complete report on each that includes a summary of qualifications and experience, as well as any observations made on each candidate.

Again, as with every step, Affex will translate the report as necessary at its own cost.



Career Tips

Once these presentations are made, interviews are scheduled with the client. Affex does not stop with this, though. It helps with the interviews, too, including coordinating them, helping prepare interview questions, being an observer at the interviews if necessary, coaching clients on the interview process, and discussing and going over finer points with the clients. Candidates, too, are followed up with at the end of the interview and are kept informed during the final selection process.

Assessments of the final candidate

In some cases, Affex recommends that psychometric assessments be done on the chosen candidate before the final offer is made. If necessary, Affex will also help in the selection of those who provide these assessments.

Finally, it will help the client with contract negotiations and reference checks as needed, including constructing the final job offer. As stated previously, Affex will stay involved throughout the entire process and will also conduct reference

audits (along with a final written report on those audits) if the client wishes.

Affex's guarantee

Affex will follow up regularly with the client throughout the first year of hire, to make sure that the candidate has truly worked out and has not left or been terminated because of performance reasons. If either of these two circumstances occur, as applicable, Affex will repeat the search free of charge, accepting out-of-pocket expenses.

Additional services

Affex also provides services to businesses in other areas as well. Among the services provided are management position classifications, analysis of benefits and compensation, performance reviews for [senior management](#), and services in leadership training for the company and for its personnel in general.

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