

Retained Search Readiness Checklist

- We have a clearly defined role and leadership need.
- The position is strategic, high-impact, or confidential.
- There is alignment across key stakeholders on role expectations.
- We understand the difference between retained and contingent search.
- We are prepared to invest in a strategic, consultative search process.
- We have clarity on compensation, reporting structure, and success metrics.
- We are open to considering passive candidates not actively on the market.
- We can allocate time for in-depth intake, interviews, and decision-making.
- We value confidentiality, brand protection, and candidate experience.
- We want a long-term partner, not a transactional recruiter.