



What is the scope of work in the FG Search Process?

Groundwork for Success

Meet the Stakeholders – our priority is to meet with the key players of the Search Committee. During those meetings we will gather important operational information and any documentation that will assist in the role. We will get to know more about your operations, salary range & benefits for the role. We will search the *must haves* for a successful hire. We then begin the early steps of making our Fresh Golf Scorecard Matrix.

Promotion of the role

Posting is an important step of the process. Our postings will have a text version and create a condensed version for a dedicated webpage for the role. On that page, we will also include a video promoting the role with links to apply electronically. Once this is done, we then promote with our direct email lists, LinkedIn, and other social media opportunities. We will also discuss 3rd party options such as associations to promote to a larger group.

Collection and review of Candidates

Fresh Golf will immediately start collecting a list of candidates for the Search Committee to review. Some will come from our promotion of the role and online application form. In addition, we will also use our coast-to-coast networking to help source qualified candidates. We believe this is our competitive advantage as our team is well connected in the private club industry. We will meet with any candidates we believe have the qualifications to perform the role. Again, we view this as a benefit to you, because we will take the time to meet with more candidates and make sure we are not missing out on any diamonds in the rough.

We develop our Fresh Golf Scorecard and once we meet with the candidates, we grade them based on the skill sets you have prioritized for the role.

Why use our Customized FG Scorecard? – While there may be 10-12 criteria that you feel are important, not all of them have the same value of importance. We create an analytical approach to finding the skill sets that will best help your property.

Committee Review

Once we have met with the candidates and ranked them using the scorecard, we then call a meeting with the Selection Committee. While we provide you a list of candidates, you choose the candidates that you will want to proceed with and the total number of candidates that you have the time capacity to meet with.

Candidate Interviews

With the use of zoom, we can meet virtually and even record sessions if the entire Selection Committee is not available. We will work with the Committee to have interview questions for this process. We will often ask for a written questionnaire or sample of past documents for additional materials of candidate consideration.

Once complete, we provide our revised FG Scorecard grading and then meet with the Selection Committee to narrow down the final candidates and move on to complete the final interview portion. Fresh Golf will be with the Selection Committee throughout this process.

Final Steps

While we will do everything, we can to make certain candidates are prepared for acceptance if offered the role, there is always some final negotiations to occur to have the successful candidate to sign a contract. We work with the facility and the candidate to get to that point including assisting on the actual contract offered.

Typical Timeline of a Search

The Process can take over 100-150 hours for a full executive search. A sample timetable is:

Week 1 Request any additional documentation of the property and collect information from the key stakeholders.

Days 1- 7 Create webpage, final posting & short video. Post as a dedicated email to Fresh Golf connections, LinkedIn & other social media.

Days 7-21 Obtain candidates & immediately start screening Interviews.

Day 21-24 Review findings with your Selection Committee and start formal interviews.

Days 25-35 Complete 2nd round interviews.

Days 35-40 Final interviews

Days 40-50 Selection & negotiations complete

Some of these steps can be delivered sooner if the hire is required immediately.

