



# CIZEK ASSOCIATES, INC.

national retained executive search & assessment consultants

[www.cizekassociates.com](http://www.cizekassociates.com)

## Contact Information

Corporate Headquarters  
Cizek Associates, Inc.  
2415 East Camelback Road,  
Suite 700  
Phoenix AZ 85016  
602-553-1066 | office  
602-553-1166 | fax  
[info@cizekassociates.com](mailto:info@cizekassociates.com)

## About the Firm

**Cizek Associates, Inc.** is a national retained executive search and assessment firm headquartered in Phoenix. Founded in 1992, Cizek Associates is a privately-held, woman-owned, Arizona corporation and is one of the most well-respected retained executive search firms in the industry. We are a generalist firm providing senior level recruitment services to a wide range of client organizations in the public and Fortune 500 private sectors across the country. We have completed over 1200 searches in the private and corporate sectors to include manufacturing, consumer packaged goods, technology, higher education, public sector and non-profits, and healthcare. In a typical year, we will recruit Presidents and Chief Executives, Chief Operating Officers, Vice Presidents, Deans, and Directors in most functional areas and across broad sectors of industry.

One of our specialty practice areas is higher education. We came to the world of higher education recruitment by referral, with a search for a Chief Academic Officer/Provost in 1996. This higher education institution is still a client of ours. We share this with you because it is a testament to the quality of the relationships we establish and maintain. Our higher education client organizations range in size from large to small, from stand-alone colleges and universities to systems, and our work includes recruiting assignments for positions based in rural to urban communities, coast to coast. The same degree of effort and professionalism is applied regardless of College, University, or System size and we pride ourselves on our completion rate.

National in  
scope and reach,  
we partner  
quality people  
with quality  
organizations.

# Professional Relationships . . .

*Our expertise lies in proactively identifying, attracting and assessing top talent*

## Building the Position Profile

We cannot over-emphasize the importance of a dynamic profile that accurately captures what the client seeks in the ideal candidate. The profile goes beyond a job description to tell a story that conveys the professional background and orientation of potential candidates, whether academic or business, the managerial, administrative and leadership issues to be addressed by the position, and the formal and informal attributes sought in the personal and professional style of the successful candidate.

## Researching the Position

Research has several components including holding discovery sessions with a 360 range of stakeholders, identifying the potential candidate and source universe, evaluating the consistency of the client's desires with the characteristics of those we seek to recruit and developing an understanding of the client's culture to ensure our search efforts focus on talent that will succeed in the client environment.

## Recruitment of Candidates

It is axiomatic that the most desirable candidates are not actively seeking new employment opportunities and we must seek them out. We have a range of resources available including our Candidate Activity Index™, which is a continuously updated system of proprietary information on executives with exemplary backgrounds. However, the core and focus of our recruitment effort is the proactive identification of talented leaders in similar professional environments engaged in similar work.

# Outstanding Results

## Diversity, Equity and Inclusion

Our clients value diversity, equity and inclusion in the work environment. It is a focus of our search work and we have an exemplary record recruiting culturally and ethnically diverse, and a range of other protected class candidates.

## Evaluation

Our screening and evaluation of potential candidates is highly disciplined and is always guided by the position profile. It moves from objective to subjective as the search progresses, keeping a close eye on client requirements and a candidate's suitability.

## Interviews

We utilize a three-tiered interview process – telephone interviews which are preliminary, initial candidate interviews conducted by us or our client, and final candidate interviews that take place on-site at the client location.





## References

Reference checking is perhaps the most important due diligence effort that we offer our clients. It is comprehensive and objective. Whereas other components of an individual's candidacy are limited to a two-dimensional resume and interviews, references go beyond these presentations and provide insight into how the candidate has achieved success.

## Assessment

One of the first in the search industry to offer assessment specifically designed for the work environment (not clinical tools that have been adapted) as part of our search process, all final candidates take a survey that provides additional insights to the client regarding what a candidate is like to work with on a day-to-day basis. Behavior is generally regarded as 80% of position success and we want our clients to have this additional data.

## Negotiations and Selecting a Candidate

We routinely offer to strategically situate ourselves between the candidate and client during compensation negotiations to assist the client in a successful recruitment.

## Follow-Up

We stay in touch with our client and the successful candidate for the first year, providing informal onboarding to assist in a productive and positive transition to the new environment and position. We also offer formal onboarding.

## In Conclusion

Since our inception in 1992, we have completed over 99% of our searches, which is a rarity in the search business. We offer a guarantee that sets the standard in retained executive search. While we have not determined a way to remove all risk from hiring decisions, our search process dramatically minimizes these risks while accurately articulating the predictors of success. We are very proud of our track record.

