



GOSSELIN ASSOCIATES

THE EXPERTISE | THE NETWORK | THE DIFFERENCE

Gosselin Associates, LLC provides facilities management search consulting to health care organizations nationwide.

With in depth expertise in the field of health care facilities management, Gosselin Associates can provide greater value than a traditional, diversified health care search firm. The following description of our process illustrates the difference.

All Good Search Firms Will Do This...

Additional Value Provided by Gosselin Associates...

The Organizational Study:

An on-site visit is conducted, including facilities tour and interviews with key leadership and facilities management staff. Job description, organizational reporting structure, salary, benefits, relocation package, and organizational/area promotional materials are evaluated.

Additionally, Gosselin Associates' organizational study encompasses the culture and vision of the hiring organization. All specific issues relating to the position are discussed in-depth.

The Position Profile:

A Position Profile is developed that represents the qualifications, skill set, and experience necessary to meet the requirements of the position.

Our Position Profile depicts the management and leadership style, interpersonal skills, and specific competencies that relate directly to the needs of the organization.

Position Promotion:

A Position Promotion is designed and developed. The Promotion is generally under 200 words in length and contains four major components: an organization description, general position responsibilities, necessary qualifications, and regional overview.

Utilizing our national network, the Position Promotion is disseminated through the regional leadership of professional societies and forwarded directly to pre-qualified candidates in our active database.

Applicant Evaluation and Screening:

All resumes are reviewed and screened according to the criteria set forth in the Position Profile.

Applicants that have submitted resumes and have not qualified for consideration will be contacted and informed.

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Preliminary Interviews:

For applicants successful in the evaluation and screening process, telephone interviews will be arranged and conducted. These interviews will focus on the technical qualifications needed to functionally perform the required duties of the position. General management experience and skills will be discussed in detail as they relate to the distinct requirements of the organization.

As an "applicant" transitions to a "candidate" during this phase, Gosselin Associates conducts face-to-face interviews. No candidate will be presented to the organization without being interviewed by us in person.

Candidate Presentation:

A candidate evaluation form is completed for each individual and attached to his/her resume. Additionally, a numerical rating is assigned to each candidate. A packet is forwarded to the organization containing all candidates recommended for preliminary on-site interviews.

Candidates whose qualifications substantially meet or exceed the expectations of the Position Profile may be presented individually to expedite the organization's review of exceptional candidates.

On-Site Interviews:

The hiring organization will select any number of recommended candidates and conduct on-site tours and interviews. It is recommended that key representatives from senior management, as well as clinical, ancillary, and support departments, are a part of this process. Candidate interview evaluation forms will be provided.

Gosselin Associates recommends and will arrange a meeting with the facilities management departmental staff as part of the initial on-site interview. This way, as a group, the staff is able to provide an accurate presentation of issues facing the department. The process also gives candidates an opportunity to present themselves at the staff level.

Final Interview:

Subsequent to on-site interviews, individual(s) will be selected to return for a final interview.

Clarification of issues arising from the first interview, further questions presented from the candidate, and preliminary negotiation can be a part this final interview process.



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Reference and Background Checks:

Professional and organizational references supplied by the candidates will be contacted and appropriate background checks will be performed with the candidate's permission.

Industry contacts acquired informally during the interview process will also be contacted.

Negotiation and Employment Commencement:

Negotiation of final salary, benefit package, and relocation expense on behalf and under the guidance of the hiring organization. Additionally, assistance will be given related to the resolution of any pre-employment issues that may develop.

A series of follow-up communications with the placed individual will occur periodically throughout the first 6 months of employment to ensure an effective transition.

