

GOVIG

EXECUTIVE SEARCH

PREPARED FOR:



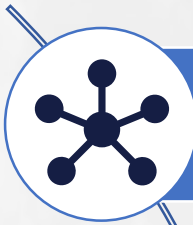
GOVIG.COM

BACKGROUND

ABOUT US

Established in 1978, Govig & Associates is an Executive Search Firm that specializes in identifying top talent across the country. In 1988, our Healthcare Division, including Independent Living, Assisted Living, Skilled Nursing, Behavioral Health, Continuing Care Retirement Communities and Home Healthcare / Hospice was formed. We quickly established ourselves as the leading Executive Search firm in the industry. Our reputation, long-standing relationships and the broad network of candidates we have access to are some of the reasons why our clients view us as an investment in their business. We have a documented track record of successfully completing large hiring initiatives as well as individual searches.

OPERATIONS



Chief Executive Officer, Chief Operating Officer, Vice President of Operations, Regional Director of Operations, Executive Director, Administrator

CLINICAL



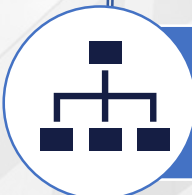
Chief Nursing Officer, Vice President of Clinical, Regional Nurse Consultant, Director of Nursing, Director of Resident Care, MDS Coordinator

SALES



Chief Marketing Officer, Vice President of Sales, Regional Sales Manager, Director of Sales, Sales Counselor

HUMAN RESOURCES



Chief People Officer, Vice President of Human Resources, Regional Human Resources Director, Human Resources Director

FINANCIAL



Chief Financial Officer, Controller, Director of Finance, Financial Analyst

ADDITIONAL POSITIONS



Vice President of Food & Dining, Vice President of Development, Vice President of Construction, Vice President of Asset Management

OUR PROCESS

UNDERSTANDING OUR CLIENT

Understanding the organization's culture and needs are an important first step towards building a branded employment identity and creating a valuable partnership.

DEVELOPING CANDIDATE PROFILE

A candidate profile will be developed based on our discussions with the hiring authority. In addition to tactical information, it will also include information around the right culture fit. The candidate profile will serve as a guide for the candidates we present.

As experts in our industry, we can bring market knowledge that will be helpful in creating the candidate profile. These things include: suggested ideal backgrounds, sources of candidates and compensation requirements.

IDENTIFY QUALIFIED CANDIDATES

Govig will conduct a full search across multiple resources and contact the candidates who fit the profile for the role. We will also contact our vast network for referrals.

Database – We have one of the largest candidate databases in the Healthcare industry which gives us a very far reaching network.

Referrals – We will contact individuals in the relevant markets to obtain their referral opinion of the top candidates for the search.

Job Posting – We post all non-confidential positions on multiple websites.

Internally-Generated Candidates – Any candidate generated through your own sources should be referred to the Govig Healthcare team so we can screen them. We will present them if they are qualified based on the candidate profile.

WEEKLY CALL

Standing weekly call for updates, debriefs and providing market information relevant to the search.

OUR PROCESS

CANDIDATE PRESENTATION

Once we identify and interview someone who is qualified based on the candidate profile, we will provide the hiring authority a resume, candidate fact sheet and DISC assessment for each candidate.

CLIENT INTERVIEWS

Govig will handle the logistics of candidate interview scheduling. At the completion of each interview, Govig will debrief the candidate and the interviewer to determine reaction and fit. Based on the interview process established at the beginning of the search, Govig will schedule next steps accordingly.

CLOSING STEPS

Once a candidate is selected, Govig will begin the offer process in collaboration with the client. Govig will make its recommendation to client regarding the offer and help to mediate salary, other compensation and start date. Offer will be contingent on references completed by Govig. Govig will also provide candidate support regarding resignation and counter offers. Govig will maintain close contact with the candidate between the time the offer has been accepted and the start date to ensure that no issues arise.

SAMPLE PROFILE

ABC SENIOR LIVING

Executive Director Search

ABC Senior Living is one of the leading senior living providers in the country, providing top notch care and customer service to the senior population. They currently own and operate 25 Independent Living, Assisted Living and Memory Care Communities throughout the United States and growing.

MISSION AND VALUES

It is our mission to deliver top quality services to our residents. We operate with a spirit of cooperation and an attitude of mutual trust and understanding. It is the people at all levels of the organization that determine the character, strength and success of the company. We support our employees by working with them individually to help them achieve career and personal goals.

POSITION OVERVIEW AND ESSENTIAL FUNCTIONS

The Executive Director will be accountable for the responsibilities including, but not limited to:

- Overseeing the planning, development and implementation of all the programs and policies at their community while following the philosophies and core values of the company
- Creating and adhering to the budget
- Ensuring the quality of care and customer service delivered is of the highest level
- Training, hiring, coaching, and mentoring staff
- Working as a team with department heads to achieve community goals

COMPETENCIES, ATTRIBUTES AND OTHER QUALIFICATIONS

- Bachelor's degree in a related field is preferred
- Minimum of 3 years of Executive Director experience in Senior Living
- Strong leadership, financial and operational abilities
- Excellent interpersonal skills and management experience
- Proven track in meeting and achieving occupancy goals
- Demonstrated performance in increasing revenue and minimizing expenses
- Established history in hiring and leading teams
- Start-up experience preferred

SAMPLE PROFILE

POSITION OPPORTUNITY SUMMARY (SELLING POINTS)

ABC Senior Living is an organization with a culture focuses on integrity, ethics and treating their employees right which in return directly affects the resident. This mindset has led to a very low turnover rate.

This is a great opportunity, specifically with candidates looking for growth. ABC Senior Living currently owns and operates 25 communities with 4-5 development projects expected each year over the next 7 years. They strongly believe in investing, growing and developing their people which has lead to several internal promotions.

COMPENSATION PACKAGE

- \$95-125K + 30%
- Assistance with relocation costs
- Healthcare benefits
- 3 weeks PTO
- 401K

CONFIDENTIAL MATERIALS FOR
HEATHER MILES

SAMPLE CANDIDATE RESUME

HEATHER MILES

11817 Benton Drive, Madison, Wisconsin 53711
202-718-6132 | Miles.Heather@gmail.com

PROFESSIONAL WORK HISTORY

Beachwood Senior Care Center, Executive Director

Madison, Wisconsin

November 2009 – Present

Supervise overall day to day operation of the community to ensure the highest quality operation in accordance with company standards and resident satisfaction.

- Increased profits by 60% in one year through restructure of business line resulting in a stable 40% profit margin for the year.
- Manage community budget and analyze financial statements, maintain budget accountability, anticipate and minimize negative budget variances and deficits.
- Managed, recruited, hired and trained a team of 85 professionals.

Ravenswood Assisted Living, Executive Director

Houston, Texas

March 2003 – November 2009

Managed fifty plus employees which included hiring, processing, training, supervising, conducting performance reviews, counseling, terminations, running monthly staff meetings.

- Developed, managed, oversaw and implemented annual budget
- Managed all marketing of the facility, through community involvement & advertising
- Interfaced with all local and state agencies for compliance and yearly licensing
- Communicated with residents, immediate family, doctors and agencies concerning any and all relevant issues.

Riverwalk Senior Living, Assisted Living Administrator

Houston, Texas

January 1992 to March 2003

Provided executive leadership for a licensed assisted living facility.

- Provide administrative and marketing analysis to assure organization's future viability.
- Implemented new operational standards resulting in regulatory compliance, service delivery excellence and increased customer satisfaction while maintaining annual fiscal objectives.
- Implemented 10% Cost Reduction Initiative for financial viability assurance.

EDUCATION

Bachelor of Business Administration, University of Texas

ORGANIZATIONS AND CERTIFICATIONS

National Assisted Living Nurse Certification AALNA (March 2014)

SAMPLE CANDIDATE FACT SHEET

CANDIDATE PROFILE	
TITLE	
COMPANY	
DATES	
LOCATION	
CURRENT COMPENSATION*	
MOTIVATION FOR CHANGE	
PROFESSIONAL EXPERIENCE	
Current Employer: Title: Dates of Employment: Start: End:	Comments:
Previous Employer #1: Title: Dates of Employment: Start: End:	Reason for Leaving: Addition Comments:
Previous Employer #2: Title: Dates of Employment: Start: End:	Reason for Leaving: Additional Comments:
Additional Information	

*PLEASE NOTE: in some states and cities only a salary range the candidate is looking for will be provided as Govig cannot legally ask salary history. 9

ADVANCED INSIGHTS: DISC INDEX

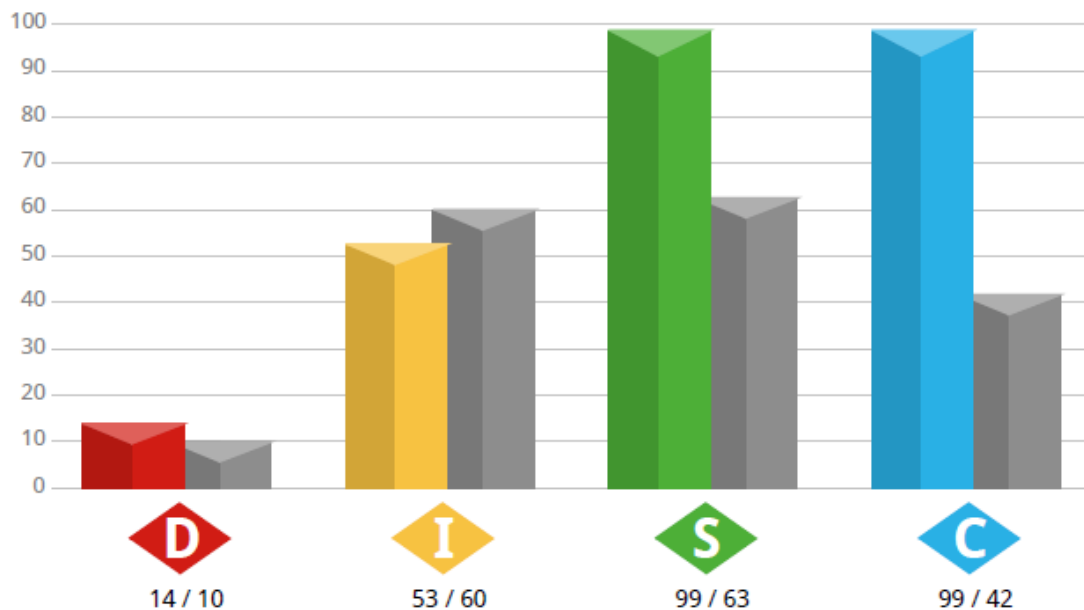
WHAT NATURAL TALENTS DO YOU HAVE?

The **DISC Index** allows for understanding and measuring a person’s natural and adaptive behavior style. Understanding individual behavioral preferences and habits is crucial when leading or managing others, when working with team members, or in an environment that requires conflict resolution.



ADVanced Insights Profile | Executive Summary

Natural and Adaptive Styles Comparison



Natural Style:

The natural style is how you behave when you are being most natural. It is your basic style and the one you adopt when you are being authentic and true to yourself. It is also the style that you revert to when under stress or pressure. Behaving in this style, however, reduces your stress and tension and is comforting. When authentic to this style you will maximize your true potential more effectively.

Adaptive Style:

The adaptive style is how you behave when you feel you are being observed or how you behave when you are aware of your behavior. This style is less natural and less authentic for you or your true tendencies and preferences. When forced to adapt to this style for too long you may become stressed and less effective.

ADVANCED INSIGHTS: VALUES INDEX

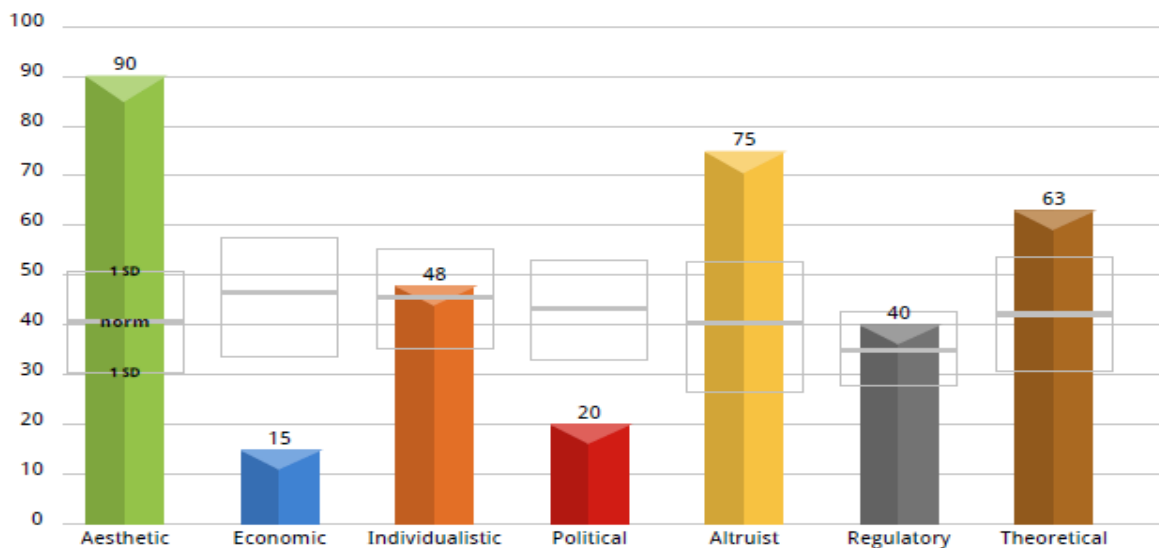
WHY ARE YOU MOTIVATED TO USE YOUR TALENTS?

People are motivated by what they value. The **Values Index** provides insight into why someone does what they do by measuring motivational styles and drivers.



ADVanced Insights Profile | Seven Dimensions of Value and Motivation

Executive Summary of Heather's Values



Very High Aesthetic	You place great importance in finding a good work-life balance, creating more than destroying and artistic self expression.
Very Low Economic	You may try to help meet customers' needs (internal and external) before your own.
Average Individualistic	You are not an extremist and able to balance the needs of both others and self.
Very Low Political	You tend to be non-competitive and demonstrate a higher service orientation.
Very High Altruist	You have a very high sincerity-factor and a high empathy for others' needs.
Average Regulatory	You are able to balance and understand the need to have structure and order, but not paralyzed without it.
High Theoretical	You have a high interest level in understanding all aspects of a situation or subject.

ADVANCED INSIGHTS: DIMENSIONAL BALANCE

HOW DO YOU PREFER TO USE YOUR TALENTS?

The **Dimensional Balance** measures your natural behavior styles that control task completion, interpersonal interactions and direct job performance. Understanding of these internal and external factors will allow for positioning people for personal excellence and maximum job satisfaction and performance.



ADVanced Insights Profile | Dimensional Balance

0.97 / 0.88

