

Targeted Executive Search Services for the Academic Market



With a focus on Administrative and Executive positions within the academic community, Meeker & Associates offers institutions a strategic approach to the executive search process, designed specifically to address the particular requirements of 21st century learning enterprises. From traditional higher education settings to technology-based “virtual” programs, Meeker & Associates delivers a portfolio of services all focused on identifying highly qualified candidates to fill campus leadership roles. And because we concentrate our practice on the executive and administrative levels, we offer institutions a more streamlined, more responsive approach to the recruiting, hiring, and retention process.



Identifying & Vetting Candidates: Where Strategy, Quality & Collaboration Intersect

In our eight years of practice, Meeker & Associates has developed an extensive network of resources within the academic, corporate, development, and nonprofit arenas. This network also includes professional associations and business/education partnerships and initiatives. Because Meeker & Associates also works extensively within the higher education and K-12 publishing and technology markets, our clients benefit from access to potential candidates within related academic and industry market segments, such as educational research and technology, telecommunications, technology infrastructure, corporate training, consulting, and investment/finance.

Meeker & Associates Academic Practice focuses primarily on executive search within Student Services and Development areas of higher education:

> Student Services

- Enrollment Management
- Vice President/ Student Affairs

> Development Management

- Development Director
- Special Projects
- Alumni Relations

In screening and evaluating potential candidates for our academic clients, we use a variety of processing including preliminary telephone interviews, review of written documentation, video conferences, and in-person meetings as the process continues. We evaluate candidates using these criteria:

- **Quality and timeliness of written and oral communications**
- **Resume depth and quality**
- **Degrees earned**
- **Alignment of professional capabilities and leadership/managerial strengths with position requirements**
- **Commitment to ongoing professional development**
- **Presentations, professional publications and recognition**
- **Engagement in community associations and organizations**
- **Compensation requirements**
- **Management and leadership**
- **Geographic location and availability**

About Meeker & Associates

Firm principal, Dr. John Meeker brings expert skills and experience to academic executive search. Early in his career, Dr. Meeker worked in senior administrative positions at the University of North Carolina and the University of Michigan. In Chapel Hill, his work resulted in improved integration of academic and residential experiences. He also recruited a national staff of professionals. At the University of Michigan, Dr. Meeker was instrumental in the launch of the institution's strategic long-range planning process for 52 academic departments. Dr. Meeker's business careers includes work with technology, electronic publishing and Internet communications organizations, in functions including field sales, national marketing management, product line management, and general management. With a Master of Arts degree from the University of North Carolina, and a Doctor of Philosophy from the University of Michigan, Dr. Meeker's published research focused on career motivation and innovation theory based on an evaluation of Big Ten Faculty Development Centers.

Today, Meeker & Associates operates with a team of eight professionals from its headquarters in Minneapolis, Minnesota. The firm's client base is national in scope and Dr. Meeker continues to be a sought-after speaker at education industry events and conferences.

For additional information about Meeker & Associates, please contact Dr. Meeker directly online at john@johnmeeker.com or by calling 952.921.3262.



Meeker & Associates
Helping you grow

www.johnmeeker.com • john@johnmeeker.com

7101 York Avenue South, Suite 315 • Minneapolis, MN 55435 • 952.921.3262

The Search Process Defined

Meeker & Associates approaches each search assignment with a six-phase process, to ensure that our clients' skill, experience, and professional objectives are fulfilled. To meet clients' timelines and schedules, typically, our work integrates these phases throughout the search process.

efficiency • partnership • confidentiality • accountability

ACTIVITY	PHASE
1. Position Specifications	Perhaps the most critical component of the process, Phase I includes a precise definition and description of the specific assignment, the required background and characteristics of the successful candidate and the institution's expectations for the position. Typical engagements include an on-campus or face-to-face meeting with your institution's key colleagues and stakeholders. We ask our clients to prepare a written job description. We then develop a characteristics profile and formal institution packet for delivery to all potential candidates.
2. Search Milestones/ Status Reporting	We develop a Milestones plan which outlines the steps to be completed to fill assigned positions. During regular status report meeting (typically held bi-weekly), we then provide you with progress reports based on these agreed-upon milestones.
3. Recruiting Methods	We recruit candidates from our own proprietary professional network, your list of desired candidates and other sources as appropriate for the specific position. We also work closely and collaboratively with your Human Resources team to conduct every search in keeping with your institution's preferences and policies.
4. Interviewing Protocol	Following our recruiting and screening work, the client's interviewing process begins. Clients conduct these interviews, with Meeker & Associates communicating with candidates about their status in the process. This communication with candidates is critical in maintaining open, positive relationships with all finalists. We also provide accurate and timely communication to those candidates who will not be included as the process goes forward.
5. Final Candidate List	We develop a "finalist" panel of appropriately qualified candidates to make certain that our clients have an optimal range of choices. This also protects clients should a candidate be disqualified or decline an offer. This review includes comprehensive Executive Summary of candidates' professional achievements, alignment with the position's requirements, and their projected compatibility/personality fit with your institution's culture and environment. We also provide consultation for your staff regarding successful approaches to on-campus interviews with the final candidates.
6. The Offer Process	In final negotiations with the candidate of choice, Meeker & Associates provides consulting and advisory services to support your institution's Human Resources group in working through compensation and other applicable issues. We remain involved with the candidate and with your team throughout the process to establish a strong, committed relationship between your institution and your new team member.