

SIEMONEIT & PARTNER
THE EXECUTIVE SEARCH CONSULTANTS

ANDREAS SIEMONEIT

Through the merger of two long-established companies in their core segments in 2008, we have created a concentration of expertise, with which we offer our clients a crucial success factor.

With Executive Research, we have developed a new service product with an excellent price/performance ratio. This makes us particularly interesting for companies that also require professional support in recruiting employees at the lower management levels or in specialist functions.

Clearly-defined standards, meeting deadlines, precision and high discipline create the approach for our consulting activity.



COMPANY

Siemoneit & Partner has a nationwide network of consultants, among others, in the German metropolises of Munich (headquarters), Frankfurt, Düsseldorf and Hamburg.

Siemoneit & Partner has aimed all of its procedures and processes at finding the best possible candidates within the agreed time period. We achieve the necessary high time commitment required for the responsible consultant by only focussing on a few client projects, which run in parallel with one another.

Siemoneit & Partner only advises a few clients in each market segment, but does this as extensively as possible. This business model allows us to gain access to a virtually unlimited search field, i.e. without the otherwise usual large number of "off-limits".

The research unit that has been set up by **Siemoneit & Partner** forms the "heart" of the organisation and is a superior asset in all aspects, due to its highly professional structure and the use of the best staff on the market.

Siemoneit & Partner's range of clients includes small- and medium-sized enterprises, as well as international groups and concerns.

The service portfolio of **Siemoneit & Partner**

- Executive Search
- Executive Research
- Selection Services
- Management Audit
- Executive Coaching

MISSION

Our aim is to support our clients with the filling of positions at all management levels, as well as in specialist functions. For this, we use the Executive Search or Executive Research methodology. We have developed the latter in cooperation with our clients, in order to also be able to carry out the filling of positions at the middle management levels and in specialist functions in a professional and appropriately priced manner. This way, it is ensured that each contract is processed in accordance with the specific requirements and specifications of our clients.

BASIC PRINCIPLES

Professional qualification

All partners have several years of experience in industry, services and/or corporate consulting. They are supported by competent and loyal employees in Research, Project Management, Assistance and Sales.

Working standards

The systematic work process in the search and selection of management staff ensures that we fully understand and satisfy the requirements of our clients. That is why more than two-thirds of our consulting projects are follow-up contracts from our clients.

Quality standards

The competence and experience of our employees ensures that the client and his company are correctly represented and the matters regarding candidates are handled reliably and objectively.

Ethical principles

Absolute discretion toward clients and candidates, as well as the confidential treatment of information are our most important principles. Conflicts of interest that could arise in simultaneously working with different clients in the same market segment are disclosed prior to taking on a contract.

Continuity

Long-term customer relations require personal continuity within a consulting business. We ensure this through the principle of equal ranking of our partners.

Fee

Our fee is based on the anticipated time and effort and the complexity of a task, and is firmly agreed prior to granting contract. With the acceptance of a consulting contract, we commit ourselves to remain active on behalf of the client, without requesting an additional fee, until the task is solved.

EXECUTIVE SEARCH

The most successful way of filling management positions with qualified candidates is undoubtedly direct contact (Executive Search).

This begins with a detailed discussion with the client, from which we formulate a detailed requirement profile: Which position needs to be filled? What objectives does the company pursue? How is it positioned in the market environment? What will be the requirements placed on the future management employee?

On this basis, we identify potential candidates and contact them directly, in order to assess their suitability and interest in the position to be filled.

Only when we have personally convinced ourselves that a candidate matches the requirement profile, in terms of his competence, experience and personality, do we present him to our client, who will ultimately select the ideally qualified candidate from a manageable number and gain him for a long-term cooperation.

We accompany this selection process until conclusion of the contract. Furthermore, through intensive follow-up support, we ensure that the expectations of both parties are fulfilled for the long term, with the filling of the position.

Basic and informational discussion

Information about the company, strategic objectives, competitive environment and the position to be filled, as well as the formulation of the candidate profile, on the basis of this.

Written confirmation and specification

Written summary of our understanding regarding the company, position, task and candidate profile; description of the search process regarding industries, target companies and time flow; defining the fee agreement.

Systematic research

According to the defined approach of companies and their structures; discussions with persons who have outstanding industry knowledge; first telephone contact with selected candidates.

Communication

Regular informing of our clients regarding the project progress and all experiences and findings gained within the context of the project activity.

Interviews and confidential reports

Personal interviews with suitable candidates who are interested in the task; assessment of qualification; performance level, motivation, mobility and personality. Preparation of a meaningful, confidential report on the most suitable candidates.

Presentations and references

Presentation of the selected candidates to the client with subsequent assessment of the interviews. Obtaining references on the candidates in the final selection.

Contract negotiations and follow-up

Support with the negotiations and structuring of the offer. After the start of the contract, regular contact with clients and candidates for supporting the integration process.

EXECUTIVE RESEARCH

The Executive Research was developed, as our clients also require constant professional support in filling positions at the middle management level, as well as in specialist functions, but were not able to receive an offer with an adequate price/performance ratio anywhere. Executive Research is comprised of all professional services of the Executive Search, with the exception of the personal candidate interviews. These are replaced by professional telephone interviews. In these interviews, among other things, suitability and interest of the candidate are examined and in the case of a positive assessment, a CV is requested. After receiving the CVs for the preselected candidates, they are completely sent to the client's responsible employee. Here, the further process is completed independently. This approach allows an optimum price/performance ratio for this segment, as well as excellent result, with regard to quality and guaranteed deadlines.

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Systematic research

According to the defined approach of companies and their structures; discussions with persons who have outstanding industry knowledge; first telephone contact with selected candidates.

Interviews and confidential reports

Telephone interviews with suitable candidates who are interested in the task; assessment of qualification; performance level, motivation, mobility and personality. Receipt of CVs from suitable and interested candidates.

Presentations and references

Dispatch of the prequalified CVs (approx. 6-10) to the client.

SELECTION SERVICES

With a small, specialised unit, we are pleased to support our clients with the individual steps and building blocks on the way to the convincing candidate. The entire range of our services is also available to you in individual building blocks :

Our **Market and Data Research** service enables you to have a professional overview of relevant or selected market participants and their organisational structures.

As a follow-up service to our Market and Data Research, our **Ident and Contact** service provides you with the best qualified candidates, after initial telephone contact, including finding out about an interest in moving and sending a CV.

Our **Advertisement Placement** service ensures you professionally formulated and structured advertisements in the targeted media for you.

A **concealed job advertisement**, which we place for you, prevents the vacancy from becoming public in your company. We will also be pleased to establish initial contact with the applicants.

Take advantage of our **Advertisement Placement, Telephone Service and Applicant Management**, service package, if your own personnel capacities are not currently sufficient to be certain of managing the follow-up work.

Our **E-Search** service provides you with initial contacts to interesting applicants, if your own search on the Internet appears too complex.

With the **Applicant Preselection** and structured interviews you will secure a professional and neutral assessment of your applicants by our experienced team.

MANAGEMENT AUDIT

The Management Audit is a crucial success factor in the well-founded preparation of personnel decisions. Possible reasons for a consulting contract:

- successors and new filling of management positions
- strategic reorientation
- corporate acquisitions
- mergers and reorganisations
- privatisations

The quality of the audit instruments, high validity of the results and the professional implementation as well as fairness toward the participants are a top priority for us. Accordingly, we adapt each audit individually to the company-specific competence model and take internal and external findings into consideration. The results of the audit therefore form a reliable basis for the upcoming corporate decisions.

After the required decisions have been made, subsequent to the audit, we accompany the feedback process to the management staff and ensure the sustainable effect of the audit: After one year, we review the success of the introduced measures and personnel decisions, together with the client, and initiate further steps, if necessary.

EXECUTIVE COACHING

As the term "Coaching" already expresses, in this category we take on the equally differentiated and sensitive role of a sparring partner for management staff in difficult situations. We support, advise and accompany, as an objective, uninvolved third party. The point of this is not primarily to uncover "right" or "wrong" behaviour, on the contrary, we intend to extensively reflect behaviours and assist in bridging a possible (but usually existing) gap between self-image and external image.

Executive Coaching is a requirement-oriented individual measure, which enables the management staff to better structure their role in the company and cooperate openly and constructively in an ongoing change process. Each Executive Coaching is individually tailored to the person, their function and situation. Together, a strategy is developed in order to overcome mutual limitations and utilise own potential. The measure can take place "on the job" and/or "off the job". In addition to the coaching days, the overall concept includes effective preparation and follow-up and thereby ensures an intensive transfer of practice.

Within the context of "on the job" coaching, we accompany the coachee for one or several days, inconspicuously in their everyday life. The "off the job" coaching encompasses practical and video-supported exercises, theoretical questions and advisory discussions. Situations from the direct past are reflected and processed, important discussion and work situations are intensively prepared.

INDUSTRY EXPERTISE

Each industry has its rules and special aspects. Successful personnel search is therefore not only a question of knowing human nature, but also particularly the industry know-how.

Our Research Practice Groups offer our clients always professional advisory of the highest quality.

Automobile and supplier

Industry-specific solutions in the sectors

- Automobile manufacturers
- Automobile dealerships
- Automobile importers
- Automobile supplier industry
- Commercial vehicle manufacturers

Mechanical and systems engineering

Industry-specific solutions in the sectors

- Plant construction
- Electrical industry
- Industrial electronics
- Mechanical engineering
- Measurement, control and regulating technology

Financial services

Industry-specific solutions in the sectors

- Retail Banking
- Private Banking / Wealth Management / Family Offices
- Asset Management
- Investment Banking
- Corporate Banking
- Transaction Services
- Insurance sales
- Personal insurers (central functions)
- Property insurers (central functions)
- Reinsurers
- Building societies
- Investment companies

Consumer goods/fashion/lifestyle/trade

Industry-specific solutions in the sectors

- Fast Moving Consumer Goods (FMCG)
- Durable Consumer Goods (DCG)
- Production/Technology
- Leisure/Hospitality
- Retail/Wholesale
- Convenience/Fast Food
- Fashion/Luxury Goods

Telecommunication/IT/media/entertainment

Industry-specific solutions in the sectors

- Telecommunication
- Telecommunication services
- Internet
- E-Commerce
- Hardware and software companies
- Publishers
- Advertising agencies
- Radio and television broadcasters

Pharmaceuticals industry/healthcare/chemicals

Industry-specific solutions in the sectors

- Biotechnology
- Laboratory technology
- Medical technology
- Pharmaceuticals industry and pharmaceuticals trade
- Hospitals
- Health insurers
- Medical services
- Chemical industry
- Chemical supplier industry

INDUSTRY COMPETENCE

Transport/logistics/tourism

Industry-specific solutions in the sectors

- Catering
- Hotel chains
- Trade fair and event management
- Airport management
- Local public transport/long-distance transport
- Air transport/freight
- Transport and warehouse logistics
- Travel organisers
- Strategy consultants
- Auditing firms
- Facility management
- Building automation
- Project development and financing
- Project management
- Construction industry
- Brokers

Professional Services

Industry-specific solutions in the sectors

- Law firms
- Management consultants
- SAP development and implementation companies
- Accountancy firms
- Strategy consultants
- Auditing firms

Public sector/education/non-profit sector

Industry-specific solutions in the sectors

- Ministries/administrations
- Federal, state and municipal participations
- Societies and associations

Utility industry/real estate industry

Industry-specific solutions in the sectors

- Electricity, waste and water industry
- Regional utility and disposal companies
- Municipal public services
- Alternative and regenerative energy
- Energy trade
- Facility management
- Building automation
- Project development and financing
- Project management
- Construction industry
- Brokers

POINTS OF VIEW

Partnership on the same wavelength

Our experiences show that a long-term partnership cooperation between the client and consultant is always based on a trust relationship with one another. The same wavelength and mutual appreciation are therefore important preconditions of a successful relationship. According to our understanding, personnel consulting requires a behaviour culture on the highest level. Call it rules of the game or ideals or corporate philosophy.

We commit ourselves to the principals of respectability, which are equally binding and obligatory for us. Reliability, fairness, professionalism and transparency determine our actions. In a partnership, it is in the interest of the project progress that any opportunism is out of place. We also regard it as self-evident that in the interest of loyalty to our client, we clearly state if we do not regard such a project as being implementable. In this case, we will jointly find a solution, in consultation with our client.

After all, we are an Executive Search consultancy, which is among the most important in the industry. Our principles, which are based on the relationship between the consultant and client, determine the relationship between candidates and the consultant. We look after candidates in partnership and only recommend positions to them, which correspond to their needs and objective requirements. Absolute confidentiality is self-evident for us.

Selection with consideration of established structures

In all projects, we aim at an open partnership cooperation with our clients, which is supported by mutual loyalty. The trust of the client in our expertise, being able to fully utilise the market potential, is an important precondition for such a close business relationship. Therefore, it is only consequential that we exclusively look after the projects. Only in this way, can we fully meet the wishes and requirements of our clients. Finding qualified management and specialist staff is one thing, selecting the right candidates, who fit into the established structures is another.

In order to satisfy these complex requirements, we work in a project-oriented manner, with a high degree of methodological expertise and state-of-the-art instruments. Potential candidates are evaluated by us on the basis of our extensive expertise and the experience and qualification of the consultant. To secure the assessment of the candidates gained in intensive, personal interviews we obtain references that are meaningful and objective.

We also regard the accompaniment of the contract negotiations and the integration of the new specialist or management staff in the orientation period as a component of our service range. The fee for this is also along the lines of the demand that we have on a successful cooperation: Acceptable and fair for both sides, we agree the fee flexibly, according to difficulty, importance of the position and the agreed service. Despite the complexity of the task, we guarantee you expedient project implementation. However, we also guarantee you that speed will not be achieved at the expense of the required quality.

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