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[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Probationary Period Expectations - Senior Executive Search Consultant

Dear [Employee Name],

Congratulations on your appointment as Senior Executive Search Consultant. As discussed, your first [Number, e.g., 90] days will serve as a probationary period. This period is designed to integrate you into the firm and evaluate your performance against the requirements of the role.

During this period, your performance will be measured by the following key expectations:

- **Business Development:** Identify and initiate contact with [Number] new prospective clients and secure at least [Number] qualified search mandates.
- **Search Execution:** Successfully manage the end-to-end recruitment lifecycle for [Number] executive-level searches, ensuring a high-quality shortlist is presented within [Number] weeks of the brief.
- **Candidate Networking:** Conduct [Number] in-depth interviews with C-suite and senior leadership candidates to expand the firm's proprietary database.
- **Brand Representation:** Demonstrate mastery of the firm's value proposition and maintain professional standards in all client-facing interactions.
- **Administrative Compliance:** Maintain 100% accuracy in CRM data entry, including candidate notes, client interactions, and pipeline tracking.

We will hold formal review meetings at the 30, 60, and 90-day marks to discuss your progress, address any challenges, and provide necessary support. Successful completion of this period is contingent upon meeting these benchmarks and adhering to company policies.

We are excited to have you on the team and look forward to your contributions to the firm's growth.

Sincerely,

[Signature]

[Name of Manager/Director]

[Title]

Employee Acknowledgment:

I acknowledge that I have received and understood the expectations outlined above.

Signature: _____ Date: _____