

Manning Search Group
Management Search & Recruitment
Services

- Capital Equipment
- Construction / Architecture / Engineers
- Healthcare Facility Development
- Healthcare Services
- Logistics & Distribution
- Medical / Clinical
- Medical Equipment & Device Manufacturing

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What We Do

MSG accepts search assignments from construction / architectural / engineering firms, healthcare / medical services, logistics / supply chain & transportation, medical equipment & device manufacturers as well as pharmaceutical / biotech companies wishing to seek out and hire only the best possible management talent.

Each search assignment begins with a very thorough job order gaining all the possible information that we can from the hiring manager in order to be more effective in developing our search plan.

Next, the strategic search plan is developed by the Search Consultant. The Search Consultant determines which competitive companies will yield the best candidates for our client based upon hundreds of outbound phone calls.

The prospective candidate is initially interviewed for the basic background requirements. The prospective candidate submits their resume/CV and is again thoroughly interviewed by the Search Consultant utilizing the skills and techniques taught by the Manning Search Group. The Manning Search Group determines whether or not the candidate is ready for submission to our employer/client.

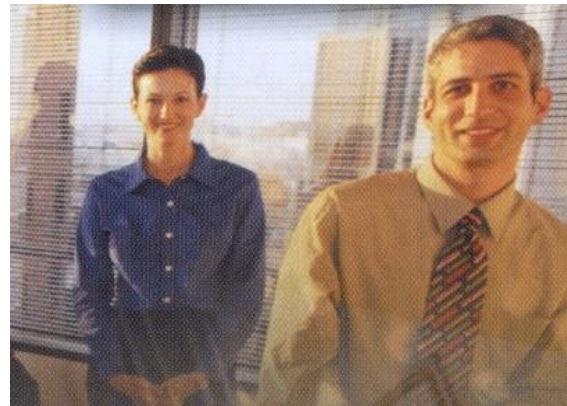
The Manning Search Group will also conduct 3 or more professional job reference checks upon the candidate as our own policy. References are provided to our client if requested.

The Search Consultant manages all steps of the interview process including:

Briefing the candidate, setting up the interviews, reminder calls to employer and candidate, travel arrangements if necessary, post interview debriefing, counter-offer discussions, tender job offers, handling objections and liaison between employer and candidate for any sensitive issues.

We Are a Team

Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results. Simply stated, it is less ME and more WE. MSG tries to be a strong team member by giving you what you need and assisting you in meeting your organization's human resources goals.



Roger Manning
Manning Search Group LLC
150 St Peter's Centre Blvd., Suite B
St. Peter's, Mo 63376

Manning Search Group LLC was introduced to me during an executive search for a high level position, President and CEO of an organization I was affiliated with, the Community Health Accreditation Program. A private search had resulted in few candidates, most of whom did not meet the qualifications for the position. Within the first 2 days, Roger had contacted and presented at least 4 candidates, all of who had the qualifications of the position. In the following days, the candidates kept flowing in at a rapid rate, with a total of 10 from which to choose. Manning assured me that I did not have to stop with these, and he would work until he found the match we were looking for. Roger took such a personal interest in helping us.

I particularly like the way that the Manning group works

1. To present a candidate's qualification via resume, with comments on the perceived strengths of this particular candidate.
2. Follows up within a day or so to get a reaction on that candidate (or candidates).
3. Sets up a phone interview with the candidate(s).



History

- The Manning Search Group was founded September 2001 by its president, Roger Manning.
- 25+ years of Healthcare operations and sales management experience prior to creating the Manning Search Group.
- Roger spent several very successful years with Management Recruiters International as a Healthcare Search Consultant prior to creating the Manning Search Group.
- Roger earned consecutive Pacesetter Awards and multiple Regional Sales Awards during his 3 years at MRI and ranked in the top 25% nationally of 4500 Account Executives.
- Purchased our current 6000 square foot offices in St. Peters Missouri in May 2008. (St. Louis, MO Metro market)
- MSG currently provides services to 100+ National/International companies: construction / architectural / engineering firms,

healthcare / medical services, logistics / supply chain & transportation, medical equipment & device manufacturers as well as pharmaceutical / biotech companies.

- Roger Manning's focus is within the ambulatory care, ambulatory surgery center, hospital and related healthcare service sectors.

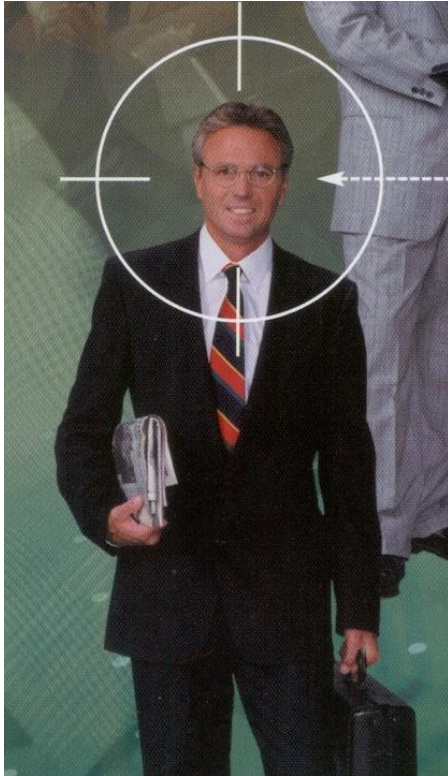
Mission Statement

It is our mission and goal to be the best at what we do....search and recruitment of management personnel for full-time placement with our client companies. The Manning Search Group will strive to earn that distinction through outstanding customer service and timely delivery of quality services and candidates. The Manning Search Group will deliver quality candidates that enhance and improve our client company's productivity, revenues and reputation. In doing so, the Manning Search Group will be viewed as an asset and valued partner to our client companies.

Productivity and Profitability

- Improves time management of hiring managers by not sifting through unqualified applicants
- Improves hiring manager productivity by focusing them on other important job duties
- Improves quality of hire by targeting high performers from competition
- Reduces downtime of open positions & lost productivity/sales
- Improves Public Relations through Search Consultant liaison activities

- Lowers risk and cost of bad hire through performance replacement guarantee
- Lowers risk of bad hires through extensive screening processes



Why You Should Select the Manning Search Group

- Each MSG Search Consultant has worked within their respective industry and has had an outstanding performance as a manager of personnel or sales;
- MSG has strength and experience in banking / financial services, construction / architectural / engineering, healthcare / medical services, industrial graphics, medical manufacturers and pharmaceutical / biotech companies;

- Outstanding recruiting performance track record;
- Professionalism;
- High quality candidates that meet your specifications and right on target with what you asked for;
- Candidates have an in-depth screening process;
- Candidates references are checked & verified;
- MSG offers a new hire performance guarantee;
- Your time is money and MSG minimizes lost time; average submission of 3 qualified candidates is 1-2 weeks;
- MSG can deliver that highly sought after "golden egg" that increases your companies bottom-line or market-share;
- High quality candidates that meet your specifications and right on target with what you asked for;
- Candidates have an in-depth screening process;
- MSG is independent; we do not have other offices or franchises recruiting employees out your back door;
- Further, MSG promises not to recruit any of our client's employees.



Responsibilities

MSG CLIENT

Complete Job Order/Intake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Job Description		<input checked="" type="checkbox"/>
Provide Company Benefits Summary		<input checked="" type="checkbox"/>
Provide Incentive Plan Summary		<input checked="" type="checkbox"/>
Signed Fee Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Market Research & Develop Search Plan	<input checked="" type="checkbox"/>	
Candidate Search Functions	<input checked="" type="checkbox"/>	
Initial Screening & Interviewing of Candidates	<input checked="" type="checkbox"/>	
In-depth Screening & Interviewing of Candidates	<input checked="" type="checkbox"/>	
Provide resume & background information	<input checked="" type="checkbox"/>	
3 Professional Job Reference checks	<input checked="" type="checkbox"/>	
Personality Profiles Or Other Tests		<input checked="" type="checkbox"/>
Drug Screening	<input checked="" type="checkbox"/>	
Criminal Checks		<input checked="" type="checkbox"/>
Motor Vehicle Report		<input checked="" type="checkbox"/>
Education Verification	Option	<input checked="" type="checkbox"/>
Phone or Face-to-Face Company Interviews		<input checked="" type="checkbox"/>
Interview / Appointment Coordination	<input checked="" type="checkbox"/>	
Candidate de-briefing after interviews	<input checked="" type="checkbox"/>	
Hiring Manager de-briefing after interviews	<input checked="" type="checkbox"/>	
Consultation on Resignation & Counter Offer Issues	<input checked="" type="checkbox"/>	
Job Offer Presentation	Option	Option
Candidate Turn-Down Notices	<input checked="" type="checkbox"/>	Option

Invoice Dated on Candidate Start Date	<input checked="" type="checkbox"/>
Invoice Payment within 15 days	<input checked="" type="checkbox"/>
30 day Employee Performance Guarantee	<input checked="" type="checkbox"/>

TERMS & CONDITIONS

The Manning Search Group has multiple ways to meet your needs through contingency, engagement or retained searches.

- **Retained** searches are generally considered for Executive Searches or those searches where you are placing incentives with MSG to clear our desk and devote 100% of our resources to filling your opening in the shortest possible time.
 - Generally, a retained search requires a 1/3 retainer up-front to engage our services.
 - We earn the next 1/3 fee through performance requirements specified in our contract.
 - Lastly, the final 1/3 fee is paid once MSG has completed the search and filled the position. Retained searches offer the ability to stretch the total invoice over the period of the search rather than a lump sum as in contingency searches.
 - Retained searches identify highly qualified candidates that are presented exclusively to your firm until you determine your interest of hiring or disqualifying.
 - Generally our staff will make 75-100 contacts per day in order to screen through and identify these candidates. Every effort is made to identify those candidates that have high superior performance

with your competitors or similar industry companies.

- A retained search warrants our best pricing in exchange for your commitment.

- An **engagement** search is similar to a retained search since you are paying a minimal engagement fee to show your commitment to this project and to get our commitment to give you preferential time on the project as compared to contingency clients.
 - Engaged fees will generally generate 50-75 contacts per day to identify a highly qualified candidate.
 - We will present at least 3 qualified candidates for each engaged-project.
 - MSG will offer a 60-day replacement guarantee for an engaged-search.
 - Since you are committed to the search and have a sense of urgency, MSG will set aside time and resources to fill this position as priority over contingency clients.
 - Again, like a retained search, an engagement spreads the invoice over two payments rather than a lump sum as in contingency searches.

- Lastly, **contingency** searches are your lowest risk option since you are not obligated to pay MSG until you have extended an offer to our candidate and they have accepted and begun work.
 - Our payment is expected within 15 days of their start date.
 - The contingency search however is a search process whereby we

will allocate time available among all of our other contingency searches.

- We try to identify and present 1 to 3 qualified candidates to meet your needs but these candidates can also be presented to other contingency clients at the same time.
- A 30-day guaranteed is offered for a contingency fee of 30% of the candidate's first year base salary or guaranteed compensation whichever is greater.



Our Search Consultants

Capital Equipment/Construction

- ◆ [Steve Fallick](#)

Construction / Architects / Engineers

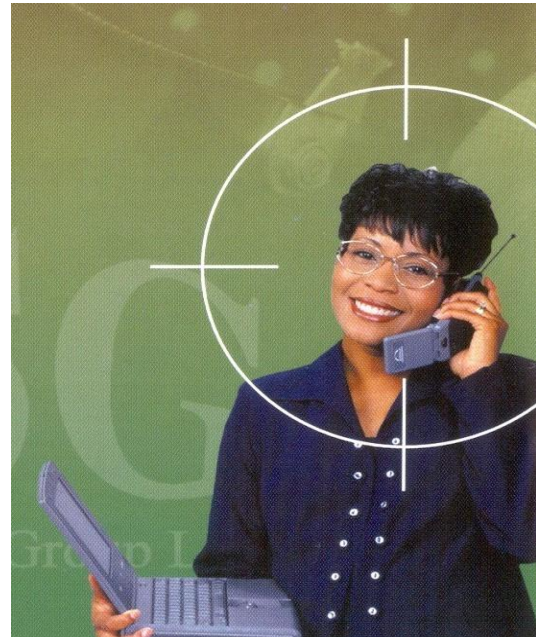
- ◆ [Steve Fallick](#)

Healthcare & Medical Services

- ◆ [Cathy Montgomery-Manning](#)
- ◆ [Roger Manning](#)
- ◆ [Amy Van DeVelde](#)

Medical Manufacturing / Equipment, Devices, Instruments, Monitors, etc.

- ◆ [Roger Manning](#)
- ◆ [Maureen Avenevoli](#)



MISG

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