

**Series 9: Boyden Series, 1980-1989; bulk 1986-1988**

1.8 cubic feet consisting of 35 folders.

The Boyden Series consists of agendas, articles, correspondence, lists, memoranda, minutes, notes, pamphlets, press releases, reports and speeches.

Materials in this series cover the period 1980-1989. The bulk of the materials dates from 1986 to 1989 and documents the three-month period that Nancy Harvey Steorts worked for Boyden.

The series is arranged alphabetically by folder title, and chronologically within each folder.

According to sources found within the series, Boyden is a leading recruiter of management personnel, with intermediate level assignments constituting a major portion of its practice. The scope of searches encompasses every business discipline and function. It serves both "Fortune 500" companies and numerous small companies as well. The firm was established in 1946 by Sidney Boyden, a management consultant who recognized that companies would benefit from a professional approach to filling management vacancies. Boyden opened a European branch in 1960; by 1988, Boyden had 44 offices in 27 countries.

Nancy Harvey Steorts started working at Boyden as a Corporate Senior Vice-President and co-managing director of the office in Washington, D.C., on May 16, 1988. It was her job to promote the new business efforts of Boyden in Washington and Dallas areas. She concentrated her search efforts in the fields of government and corporate administration, academia, law, public policy and customer relations. She had numerous meetings with high-level corporate and public sector officials to develop potential search business for Boyden. She also published articles using a Boyden by-line. Steorts left Boyden on August 25, 1988.

The majority of the correspondence and memoranda consist of congratulations to Steorts on her new position, follow-ups on contacts, declined invitations, and discussions on setting up her new office. Other correspondence and memoranda cover such topics as interviewing candidates for executive positions, getting together with clients to discuss employment opportunities, developing relations with regional and trade press, the Office of Personnel Management authorizing the hiring of executive search firms to find candidates for hard-to-fill government positions, the Boyden U.S.A. Regional Meeting held October 21-23, 1988, and the proposed rule to permit federal agencies to use commercial recruiting firms.

Other materials found in the series contain information about Boyden. There are booklets and a notebook which provide background information about the company, as well as the company's compensation policy and the purchase and redemption of stock. There is also an interviewing manual and a notebook which provides information on marketing strategy, the various phases of the pre-interview, interview, and post-interview process. There are articles which cover such topics as corporate boards, improving international business relationships in Latin America, and how executive recruiting may play a role in the making of a presidential administration. Also included are reports on how to select overseas executives and strategic plans for information systems, marketing and public relations. Finally, there are drafts of the press release announcing Steorts' hiring as Corporate Senior Vice-President at Boyden.

This series is indexed under the following terms in the University Libraries' online catalog. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Subjects:

Boyden

Employment in foreign countries

Executive search firms

Executive search firms–Management

Executives–Employment

Executives–Recruiting

Executives–Selection and appointment

International business enterprises–Employees

International business enterprises–Management

Form/genre:

Speeches

MSS 123, NANCY HARVEY STEORTS PAPERS, BOYDEN (1980-1989), SERIES 9,  
CONTAINER LIST

<u>Box</u>	<u>Folder</u>	<u>Title</u>
		Boyden
1	1	1980-[c. 1987]
	2	Articles – 1988
	3	Construction Plans – 1988
	4	[Correspondence] – 1988
	5	Recruiting in Asia/Pacific – [c. 1988]
	6	[Grant Mydland] – 1988
	7	Boyden Information Resources Conference – 1988
		Boyden International, Inc.
	8	1984-April 1988
	9	May 3-18, 1988
2	1	May 20-October 7, 1988
	2	October 12-December 22, 1988
	3	[c. 1988]
	4	[c. 1988]-1989
		Boyden International Professional Development Program
	5	Part I – 1988
	6	Part II – 1988
		Boyden
	7	Interview Files – 1988
	8	Lisa Forczyk – 1988
3	1	Master File – 1988
	2	Memos – 1987-1988
	3	Miscellaneous – 1988
	4	Non-profit Proposal – 1988
	5	[Office] Furniture – 1986-1988
	6	Office Lease Information – 1988
	7	Policies and Operating Procedure Manual – 1988
	8	Press Releases – 1988
	9	Quality Speech at Syracuse University – 1988
	10	Reimbursed Expenses – 1988
	11	Resumes – 1988
		Resumes and Responses
4	1	July 29-August 9, 1988
	2	August 9-24, 1988
	3	Sales Manager Search – 1988
	4	Secretaries – 1988
	5	Boyden Shareholders Meeting, Atlanta, Georgia – 1988
	6	[Steorts, Nancy Harvey. Articles, Press Releases, and Professional Profile] – 1988
	7	Boyden's 1965 Manual (Revised) – 1986