

OUR SEARCH PROCESS

Phase 1 Due Diligence & Strategy

Phase 2 Identify & Review

Phase 3 Interview & Presentation

Phase 4 Selection & Offer

- Work with the Hiring Management to define the need within the organization
- Identify and discuss issues that impact the role and department
- Develop detailed job description that reflects the:
 - qualifications
 - experience
 - duties/responsibilitiesevaluation matrix
- Review the search plan
- and strategy
- Kick off Meeting
- Review work plan
- On-boarding considerations

- Original research to identify sources and/or potential candidates through:
 - networking
 - □ referrals
 - **■** Internet sourcing
 - data base mining
- Review the hiring firm's interview and evaluation process
- Develop a 'long list" and "short list" of prospective candidates
- Provide ongoing status and monitoring reports to the appropriate hiring parties

- Establish the interview strategy and evaluation matrix
- Qualify potential candidates based upon the position description criteria established
- Present candidate resume and evaluation to hiring management
- Utilize DiSC Personality
 Assessment if requested (fee)
- Arrange and coordinate interview with internal management
- Coordinate and assist with relocation issues
- Progress meeting

- Consult with hiring Management on the finalist candidates utilizing the evaluation matrix
- Conduct work references on selected finalist(s)
 - Recommend 3rd party background investigations (we can recommend several firms, if needed)
- Assist in structuring an offer agreeable with both parties
 Issue identification

and resolution

Client follow-up

COMMUNICATIONS AND TIMING

Communications include: regular dialogue with hiring parties, written position description, scheduled progress review meetings, written candidate profiles with consultant's comments, evaluation matrices, client interview scheduling, and work references conducted.

Week 1 to 4 Weeks 4 to 6 Weeks