



INITIAL KICK-OFF CALL WITH ALL STAKEHOLDERS IN THE PROCESS AND POSITION

DELIVERY: IMMEDIATELY

- Develop a thorough understanding of your needs: skills and attributes required for success, demands of the role, company culture, why people succeed/fail in the company and how to sell the organization to perspective candidates. We zero in on the key criteria relative to this experience and what will make this individual successful.
- Confirm project strategy: Identify proper target companies, research parameters, discuss relocation strategy, any off-limits companies and candidates that have already been approached or ones that need to be included in the evaluation process. We would immediately begin screening and evaluating any resumes in your system and those underway in the process.
- Confirm process and clarify everyone's role in the search process.

POST KICK-OFF CALL DELIVERABLES

DELIVERY: WITHIN 24 HOURS FROM THE KICK-OFF CALL

- Once kick off call is complete, we will send our notes from the discussion to clarify that the knowledge transfer was complete and accurate.

RESEARCH & CANDIDATE IDENTIFICATION PROCESS

DELIVERY: WEEKS 1 THROUGH 3, AND ON-GOING

- We will take on all candidate screening for the existing flow immediately and incorporate them into our process. We will also inform all candidates who are not qualified for the role.
- Our Research Team will identify all new candidates from the target companies that are relevant to our search. This will include ones from our database and existing relationships, directly recruited candidates from the source companies and any other possible candidates.

CANDIDATE SCREENING & EVALUATION

DELIVERY: WEEKS 2 THROUGH 4, AND ON-GOING

- All candidates will be screened by one of our Researchers over the phone. During this evaluation, we will scorecard and grid them out accordingly based on the critical criteria we determined during the kick off call. Once this evaluation is complete and candidates are deemed qualified, we will refer them immediately to you. We will not wait 30-45 days to create a slate of candidates.
- Each candidate will be sent with a complete copy of their resume and we can discuss them on either our update calls or as needed to create further insights.



ACCOUNTABILITY

DELIVERY: CONTINUOUS

- We recommend scheduled weekly update calls throughout the process. During this call, we will send you Candidate Status Reports with real time candidate information and updates from our software, as discussed during our last meeting.
- We will determine with you at the start of the search what a fair weekly deliverable is.
- We will have regular communication and constant calibration of all candidates during the process to ensure all feedback, salary information, perception of your company by candidates in the market and any other relevant data points are communicated.

DEEPER STAGES OF CANDIDATE EVALUATION, SELECTION & OFFER

DELIVERY: MONTHS 1 THROUGH 3

- We will pass along the qualified candidates to the initial interview team at your company for evaluation, which will be determined during our kick off call.
- All candidates who successfully complete initial interview with your company will then be advanced on to meet with your hiring team for final evaluations.
- We will work closely with your team to ensure we are moving toward positive closure with the candidates that are of interest to your company. We will assess any competitive threats in the marketplace from other potential employers, confirm this opportunity is in line with their career goals and motivations.

POST-HIRE

DELIVERY: UPON PLACEMENT AND ON-GOING

- None