

SEARCH PROCESS

Step 1	Step 2	Step 3	Step 4
<ul style="list-style-type: none"> ➤ Client Meeting ➤ Prepare & Document Search Strategy ASAP ➤ Revise & Confirm Search Strategy ➤ Research & Confirm Target List ASAP 	<ul style="list-style-type: none"> ➤ Research ➤ Candidate Development 	<ul style="list-style-type: none"> ➤ Report Candidate Development Results to Client ➤ Search Firm Interviews 	<ul style="list-style-type: none"> ➤ Client Interviews ➤ Exchange Candidate & Client Interview Feedback ➤ Submit Candidate Self-Evaluation ➤ Follow-Up Client Interviews ➤ Reference Checks ➤ Negotiable Offer & Close ➤ 30, 90 and 180 Day Candidate & Client Check-Ups
Performance Guidelines			
The objective is to be contacting potential candidates ASAP.	The objective is to have developed several candidates by the 3 rd and 4 th week.	The objective is to present a slate of 6-12 phone-screened candidates within 30 days of the start date.	

**Key to Success: "Front-End Load" time and resources so that candidates are presented to the client by the 5th week.
Work Smart - Work Hard!**