

# **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 needs within the organization
- Identify and discuss issues that impact the role and department
- Develop detailed job description that reflects the:
  - qualifications
  - **■** experience
  - lacktriangle responsibilities
  - **evaluation** matrix
- Review the search plan 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 with Hiring Firm their 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 detailed candidate profile and evaluation to hiring management
- Verify education
- Arrange and coordinate interview with internal management
- Coordinate and assist with relocation issues
- Progress meeting

- Counsel Hiring Management on the finalist candidates utilizing the evaluation matrix
- Conduct references on selected finalist(s)
- party background investigations, and recommend firms, if needed
- Assist in structuring an offer agreeable to both parties
  - Identify and resolve any issues
- Candidate onboarding
- Client follow up

#### **COMMUNICATIONS AND TIMING**

During the course of an assignment, Columbia Consulting Group maintains contact with the firm's hiring team on a continuing basis.

These *communications* include: scheduled progress meetings, written status reports, candidate profiles, candidate evaluation matrices, and reference reports.

The timeframe below is based upon, and subject to, client and candidate availability during the interview process.

Week 1 to 4 Weeks 4 to 6 Weeks 6 to 12 Weeks