CONTRACT RECRUITMENT PROGRAM

Columbia Consulting Group provides a focused, specialized cost saving service to address our client's specific needs for top talent, especially regarding *diversity, mobility and succession planning* purposes.

The Objective

To be an additional but *dedicated resource* for clients in their marketplace and to motivate the top talent, who are typically not looking for a job, to consider our client's opportunity.

How Does It Work

Multiple assignments - only one monthly retainer to work on all assignments - When the client has specific search assignments (either all at one time or over the course of a year), we will work on up to five assignments at the same time, while charging only a modest monthly agreed to retainer, with an administration fee a 10% of the retainer, plus the expenses associated with travelling and interviewing candidates. We share the risk with our client in the interest of establishing or maintaining an ongoing relationship.

Reduced fee from 33.3% to 25% - Due to the nature of the relationship and volume of work involved, we reduce our fee from 33.3% to 25% of the total first year's cash compensation. There is a one (1) year guarantee on the individual hired.

Settling up timeframe and staying with project until completed - The contract period can vary but tends to last three to twelve months. As the assignments are completed, we would settle-up quarterly, and continue working on assignments until all financial obligations are fully met. We stay with the project until completed. If the client hires an internal candidate or internal referral, there is *no* additional fee due to us.

PHASE 1 - Due Diligence & Strategy	PHASE 2 - Identify & Review	PHASE 3 - Presentations & Interviews	PHASE 4 - Selection & Offer
▪ **Work with Hiring Manager to define organization needs** ▪ **Identify and discuss issues impacting the role and department** ▪ **Develop detailed job description that reflects the:** ◘ qualifications ◘ experience ◘ 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 ◘ database mining ▪ **Review with client 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 on position description criteria established** ▪ **Present detailed candidate profile and evaluation to hiring management** ▪ **Arrange and coordinate interview with appropriate hiring parties** ▪ **Progress meeting** ▪ **Coordinate and assist with relocation issues**	▪ **Counsel client on finalist candidates utilizing the evaluation matrix** ▪ **Conduct references on selected finalist(s)** ◘ recommend firms to conduct 3rd party background investigations, if desired/required ▪ **Verify education** ▪ **Assist structuring an employment offer agreeable to both parties. Identify and resolve any issues** ▪ **Client follow up**

Based upon our activities in these areas, we believe we have developed the ability to provide our clients with the following:

▪ <u>Industry specific databases</u> - *by using our network and by developing a specific functional database, we gain an in-depth knowledge of the candidate universe for our client.*

▪ <u>Compensation trends</u> *that are current and actual. As we network with potential candidates, sources and cold calls, we develop real time compensation trends of our clients' competitors.*

▪ <u>Representation of our clients</u> - *as an extension of the client in the marketplace, we represent our clients professionally with comprehensive written materials and ethical behavior.*

▪ <u>Best practice</u> - *firms are targeted in trying to attract the highest level of talent for our clients.*

▪ <u>Geographical issues</u> *are addressed by knowing the area well, and selling the attributes of the community and its people. We have methods to identify who is there and who wants to be.*