

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
 - **□** 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
 - networkir
 - 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
- 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
- Recommend client perform references / 3rd party background investigations are on selected finalist(s), if required
- 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, status reports, candidate profiles and assessments.

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