

## How Our 10-Step Process Ensures Your Recruiting Success

Recruitment is a time consuming and expensive process for most companies. Making a hiring mistake can be even more harmful to your company's bottom line. Here's where we can help. We help you hire the right person the first time, and reduce the time and energy you need to invest to accomplish this:

### 1. Profiling Your Needs

The first step is the most important step towards a successful outcome. We meet with you or your hiring manager to complete a detailed profile survey. This provides us with a clear understanding of your company's culture, structure, policies, vision for the future, and how the specific position fits within this.

We can also conduct an exit interview with the employee leaving the position in order to gather more information about the nature of the job. If this is a new position we can help you develop a job description and evaluate compensation issues.

### 2. Preparing your Job Posting

With this understanding, we prepare a job posting that defines the duties, requirements and responsibilities of the position you wish to fill. Once this is reviewed and approved by you, it serves as the source recruiting document for our search.

### 3. Develop a Search Plan

Next, we develop a search plan to identify potential candidates. We use as many sourcing tools and techniques as deemed necessary to ensure you have the right person the first time. This may include searching our in-house database candidates, referral-based searches, running targeted recruitment advertising, scanning internet databases and utilizing any relevant professional or industry associations and directories.

### 4. Conduct the Candidate Search

We work closely with you or your hiring manager to review the initial details of prospective candidates as they apply, provide additional insight, and answer any questions about the candidate(s). Together, we narrow the search down to the top candidates, and then contact them to determine their true interest in the position.

### 5. In-depth Qualifying Process

We then conduct in-depth interviews with the candidates who pass our initial computer-based

screening process. This may include in-depth phone call screening and face-to-face behavioral based interviews to confirm potential candidates are qualified by skill set, experience, motivation, career fit, income expectations, location and all other essential requirements in the job description.

### 6. Presenting your Best Options

We then present you with the resumes, interview notes (if requested) and reference check information. After discussing the options we help you establish a short list of candidates for another interview.

### 7. Interview Your Short List

We organize face to face interviews for you or your hiring manager at the location of your choosing. If necessary, you are welcome to interview in our private boardroom.

### 8. Testing the Final Cut

Sometimes the final decision requires the added insight that psychological testing can provide. If needed, we can administer these for you with one or more of your finalists to confirm your gut feeling with quantifiable data. We have access to a wide range of profiling tools, and testing partnerships to assist in this area.

### 9. Extend Offer and Negotiate

When your decision is made, an employment offer is extended to the selected candidate. Any pre-hire employment negotiations are conducted and the final terms of an agreement are determined, defined and communicated to the candidate.

### 10. Post Hire Follow-up

Our job doesn't stop here. We follow up with you periodically during the first 6 months to see how the new employee is performing. We also stay in touch with your new hire to ensure that everything is going well. In the rare situation where a new hire does not live up to your expectations during the first 6 months, we will complete a follow-up search without additional cost to you. We're proud of our 98% first hire success rate.