

# SEARCH PROCESS



## 1. Client Engagement



- Client Profiling
- Understanding Client Culture
- Client Goals and Strategy

## 2. Scope Definition



- Meet with selection team
- Confirm performance objectives of the role
- Develop/Agree Job Description

## 3. Action Plan



- Define Target groups
- Develop action plan and timetable
- Agree interview process and method

## 4. Long List



- Develop Lists
- Initial Screening for suitability and Interest
- Establish Long List of candidates



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## 5. Interviews



- Screen, assess, evaluate
- Presentation of opportunity

## 6. Short List



- Informal Reference Checks
- Preparation of candidate evaluation and Profile
- Present Short List of three most qualified candidates

## 7. Offer



- Manage candidate expectations
- Negotiate Offer and Acceptance
- Reference Checks
- Preparation for Counter Offers

## 8. Post Hire



- Assist with transition and orientation
- Communication and feedback with client and candidate

