

## **Contingent Placement Methodology**

### **1) Requirements Definition**

- Partnering with the client, we study the company's needs to define the position requirements, understand organizational relationships, and identify the other assets necessary for a successful candidate.
- Counsel, if necessary, on any fine points of the position to stay competitive with current market.

### **2) Research**

- Our dedicated research staff uses our extensive database and company resources to identify a candidate target list that fit the parameters set in step one.

### **3) Recruitment**

- Consultants make selective contact to sources and prospects to identify and interest qualified individuals.
- During this period, the consultant reports progress to the client.
- Narrow the pool of prospects to one or more qualified candidates.

### **4) Pre-qualification**

- Perform extensive interviewing and background checking of credentials to select the proper candidate for interview.
- Candidates are interviewed by the consultant who evaluates each on the basis of experience and potential cultural fit within the client company.

### **5) Interviewing**

- Set up interviews and coordinate schedules.
- Prepare both candidate and company, and debrief both parties following through on results.

### **6) Offer and Acceptance**

- Assist in the selection process.
- Coordinate with hiring authority on offers and set a stage for acceptance.
- Participate with company in providing necessary information required for negotiating an acceptable offer.
- Reconcile any differences with successful candidate for offer acceptance.

### **7) Transition**

- Assist successful candidate in resignation from current position, assuring a smooth transition.
- Follow-up after placement to guarantee new employee integration.
- Complete new employee transition report and present to client.