

# 25 STEPS IN THE SWITCHGEAR SEARCH & SELECTION PROCESS

*We match for culture & results – not just a job description.*

1. Obtain complete job details and context including
  - a. Outcomes necessary in 90, 180 & 365 days
  - b. Key attributes needed for the position
  - c. How we can attract candidates from client's number one competition
2. Obtain profile of ideal candidates, including optional personality profiling of client's top performing employees. This composite personality profile may be used for screening candidates. Part of the Position White Paper Analysis.
3. Consult client on industry compensation standards of what competitors' compensation profiles are. Part of the Position White Paper Analysis.
4. Assemble the project team and brief project manager on assignment. Market Study and Deep Web research to compile target list to include client's direct and indirect competitors. Determine additional companies that employ candidates with desirable skill sets.
5. Initiate contact to targeted companies and candidates. In-depth telephone interview with candidates to ascertain:
  - a. Appropriate background?
  - b. Willingness to change?
  - c. Motivations around considering a change?
6. Determine if the candidate's career goals will be satisfied by the client's opportunity. Create Round 1 shortlist.
7. Conduct face-to-face interviews or video teleconferencing interviews with qualified candidates. Select top 2-5 candidates.
8. Present to client shorter list of qualified candidates.
9. Submit resumes to client and debrief results of in-depth candidate interviews.
10. Arrange first face-to-face or video teleconferencing interviews with client.
11. Prepare candidate for first interview including companies or hiring authority's interests.
12. Prepare client for first interview including candidate's goals, personal motivations and professional drivers.

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13. Debrief candidate.
14. Debrief client. Professionally release any candidate the client does not wish to pursue to ensure client's employer brand.
15. Provide results of in-depth reference checking to client.
16. Arrange second interview and discuss concerns.
17. Debrief candidate and client.
18. Verify earnings and negotiate package to be offered to ensure satisfaction on both parts.
19. If desired, provide educational verification, credit history, motor vehicle records, drug testing, etc.
20. If desired, transmit verbal and/or written offer to candidate and relay acceptance of offer to client.
21. Consult with candidate to prepare them resignation and possible counter-offer.
22. Confirm start date. Candidate will confirm in writing.
23. Remain in contact with candidate and client through start date and initial phase of employment, including check-ins at key engagement points of 10, 30 and 90 days.
24. Verify with client that project was successfully completed.
25. Request from the client a reference letter and that they are considered a source of reference in the future.