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Professional Search & Recruiting

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16 - Step Search & Selection Process

- Step 1.** Needs Analysis - Determine what your needs are including detailed job description, personality type, etc.
- Step 2.** Determine how to Present Opportunity - How do we sell your opportunity and company
- Step 3.** Create Internal White Paper - Search profile that you agree on
- Step 4.** Research Companies and Candidates - Assign researcher to gather data and names
- Step 5.** In-Depth Candidate Interview - Face to face or detailed phone interview to qualify candidate
- Step 6.** Verify Education - Self-explanatory
- Step 7.** Present Qualified Candidate(s) - Our interviewing notes along with an up to date resume
- Step 8.** Prepare Candidate for First Interview - Explain company objectives and go over position in detail
- Step 9.** Prepare Client for First Interview - Explain strengths and weaknesses of candidate and what he/she is looking for in a career change
- Step 10.** Debrief Candidate - Determine interest level and concerns, if any
- Step 11.** Debrief Client - Determine interest level and concerns, if any, along with explaining candidate's debriefing
- Step 12.** In-Depth Reference Checks - Get input from subordinates, peers and superiors to determine people skills, strengths and weaknesses
- Step 13.** Consult Around Counteroffer Issue - Explain in great detail the negatives surrounding counteroffers
- Step 14.** Make Offer and Get Acceptance - Allowing us to make an offer increases the probability of acceptance
- Step 15.** Follow-Up with Client and New Hire - Allows us to help correct situations before they become problems
- Step 16.** Ask for Client Reference - Allows us to add names to our list of satisfied customers

