



STRATEGIC PLAN FOR IDENTIFYING AND PRESENTING QUALIFIED CANDIDATES

The following is a suggested search plan:

Gain a Better Understanding of the Client (1 to 2 days)

All individuals in the hiring process will be interviewed by Partners in Mission. This knowledge is important in discussing the position with prospective candidates.

Finalize the Position Description (1 week)

Partners in Mission provides assistance in refining any existing position description, ensuring an effective presentation of the basic responsibilities of the position, its title, compensation, and the reporting relationships. A list of qualifications will be developed to assist in the selection of the best candidate.

Identify Qualified Candidates (4 to 6 Weeks)

Candidate Interviews and Evaluation (4 Weeks)

A selection of candidates will be interviewed by Partners in Mission to obtain a realistic comprehension and understanding of their accomplishments, capabilities and potential. Each candidate is evaluated to determine his or her strengths and limitations. Any internal or client-identified candidates will also be evaluated, if appropriate.

Client Interviews (4 to 6 Weeks)

Once the potential candidates have been screened, the best-qualified individuals will be presented for client evaluation and interviews scheduled. The final selection of the individual and the offer of employment are usually made by the client. Partners in Mission is available to assist in establishing the terms of employment where appropriate, and to guide the proactive recruitment of desirable candidates.

Conduct Reference Checks (1 Week)

Individuals will be contacted who are, or have been, in a position to evaluate the candidate's performance on the job, and both references and non-references will be contacted. Written reference summaries will be presented on each candidate to whom an offer of employment is made. For reasons of confidentiality, reference checks are generally made last; however, this may be done prior to submitting candidates.

Throughout the entire search process, we will be in contact on a regular basis, and detailed written reports will be provided to monitor the progress of the search.

PLACEMENT GUARANTEE

Partners in Mission offers a one-year placement guarantee. If the successful candidate leaves for any reason, except for death or disability, within the first year of employment, the individual will be replaced at no additional cost except for out-of-pocket expenses.