

Placement Process

PLAN

Initial Meeting with PSC and Client about Job Opportunity

- + Position Title and Reporting Hierarchy
- + Responsibilities and Daily Tasks
- + Qualifications, Skills, Requirements, and Education
- + Ideal Candidate Attributes and Demeanor
- + Hiring Timeline
- + Compensation Package
- + Position History
- + Company Culture
- + Identification of Client Personnel who are part of hiring process
 - **Regular Placement:** upon search initiation, candidates who have been screened and interviewed will be presented to Client within 4 weeks, or sooner if possible. There is no cost for our services, unless an individual we recommend is hired. We charge a reasonable 20% flat fee, based on the first year annual salary of the new hire.
 - **Urgent Placement:** upon search initiation, candidates who have been screened and interviewed will be presented to Client within 2 weeks. A non-refundable retainer of \$2,000 is required. Upon hire, the retainer will be credited towards the placement fee.
 - **Soft Placement:** search is initiated; general results given to Client within 4 weeks. This service is offered to help Clients who are looking for a general idea of the talent available for the position. There is no cost for this service.

Job Description: PSC creates a detailed Job Description.

Action Plan: Based on job specifications and hiring timeline, PSC creates a Search Action Plan.

SEARCH

Job Announcement: PSC networks and contacts our established database; and posts job to online boards and social media/networking accounts.

Review and Screen: PSC reviews and screens resumes, narrowing down the candidate pool. PSC contacts candidates to perform phone, in-person, or Skype/Zoom interviews.

Candidate Selection: PSC selects recommended candidates for the position, who are presented to Client via a Candidate Profile. Each profile provides a resume, a summary from the candidate about why they are interested in the position, and PSC's insight on the individual.

PLACE

Interview: Client decides which candidates they will interview internally. PSC can help set up interviews, based on Client's needs.

Hire: PSC continues to support the hiring process until the new employee or contractor is hired.