

# Advisor Selection Process



INDIVIDUAL INVESTOR

## Individual Investor – Process to Select a Financial Advisor

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YOUR INTERNAL PREPARATIONS		DEVELOPING YOUR SELECTION PROCESS		SELECTING YOUR ADVISOR	
1.	Decision to Look for an Advisor	1.	Design Your Advisor Selection Process	1.	Review Request for Information (RFI) and Complete RFI Response Summary
2.	Decision to Use Request for Information (RFI) Process	2.	Determine Advisor Selection Process Timeline	2.	Complete Scoring Worksheet and Evaluate RFI Responses Relative to Criteria
3.	Clarify Your Needs, Wants and Desires	3.	Develop Advisor Selection Criteria	3.	Select Three Finalists and Schedule Finalist Presentations
4.	Update Internal Documents – IPS and Net Worth Statement	4.	Develop Scoring Worksheet	4.	Generate Specific Interview Questions
5.	Identify Advisor Pools	5.	Develop Evaluation Procedure	5.	Meeting Preparation
6.	Start Process of Elimination by Sector	6.	Develop Advisor Candidates List	6.	Interview Finalists
7.	Choose Advisor Type	7.	Prepare Preliminary Request for Information (RFI)	7.	Select Advisor and Check References
8.	Decide to DIY or Outsource Advisor Selection Process	8.	Select RFI Recipients	8.	Transition Account(s)