

AdvisorSmart®

Sample Selection Process Timeline for the Individual Investor

Stage	Week	Tasks
Your Internal Preparations	1	Decision to Look for an Advisor, Clarify Your Needs, Wants and Desires
	2	Update Your Internal Documents (Investment Policy Statement and Net Worth Statement). Identify Advisor Pools
	3	Start Process of Elimination by Sector, Choose Advisor Type, Decide to DIY or to Outsource the Advisor Selection Process Work
Developing Your Selection Process	4	Develop Your Advisor Selection Criteria
	5	Develop Your Advisor Selection Scoring Worksheet, Develop Your Evaluation Procedure, Develop Your Financial Advisor Candidates List
	6	Select Final Candidates, Generate Specific Questions, Issue Your Request for Information (RFI)
Selecting Your Advisor	7	Collect and Review Responses, Complete Your Response Summary
	8	Select Three Finalists, Schedule Finalist Presentations, Prepare for Face to Face Meetings, Interview Three Finalists, Complete Your Scoring Worksheet, Evaluate Proposals Relative to Criteria
	9	Select an Advisor, Check References, Transition Accounts