

## 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
- + Compensation Package
- + Position History
- + Company Culture
- + Identification of Client Personnel who are part of hiring process
- + Hiring Timeline
  - o **Regular Placement:** upon search initiation, candidates who have been screened and interviewed will be presented to client within 3-4 weeks
  - o **Soft Placement:** search is initiated; general results given to client within 3-4 weeks
  - o **Urgent Placement:** upon search initiation, candidates who have been screened and interviewed will be presented to client in 2 weeks. A non-refundable retainer of \$2,500 is required. Upon hire, the retainer will be credited towards the placement fee.

**Job Description:** Based on initial meeting and existing Client documentation, 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 DB and posts job online.

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

**Candidate Selection:** PSC selects up to 3 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 will help set up the initial interview. Subsequent interviews will be set up by the Client.

**Hire:** PSC will continue to support the hiring process based on Client feedback, until the new employee or contractor is hired.