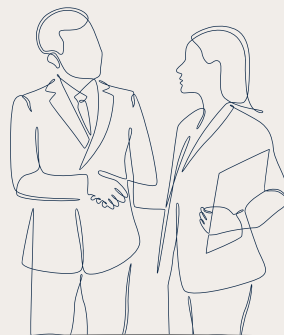


# 43 STEPS IN THE PLACEMENT PROCESS



## Phase 1: Job Order

**1. Evaluate viability of the potential client and position.**



**2. Clear the fee.**



**3. Take a complete job order - all remaining steps depend on it.**



**4. Gain a clear understanding as to why the company is conducting the search.**

**5. Establish a level of urgency.**



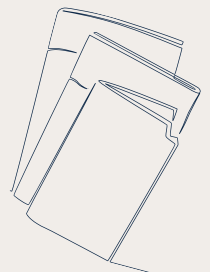
**7. Agree and confirm communication procedure and expectations after candidate submission.**

**6. Agree and confirm a hiring process, timeline, and plan.**



**8. Establish who receives the presentation (resumes).**

**9. Schedule a follow-up clarifying call for questions that arise in the early stages, particularly for new clients.**



**10. Honestly evaluate the job order for viability - gut check.**

**11. Create a Recruiting Plan.**

