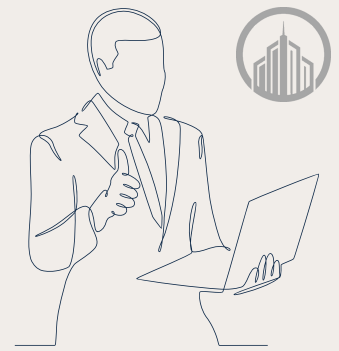


43 STEPS IN THE PLACEMENT PROCESS



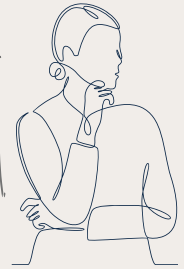
Phase 2: Recruit

12. Recruit, really recruit.



14. Determine current professional pursuits.

13. Get a clear understanding of the viability of the candidate.



15. Get commitment based on certain expectations that an offer will be accepted.

17. Address emotional barriers that all candidates experience.



16. Prescreen candidates through online search.



18. Revisit MOTIVATION.

19. Establish communication expectations.



20. Begin initial candidate vetting and informal reference checking.

21. Pre-close the candidate.



22. Honest evaluation of candidate viability - gut check.



23. Thoroughly review the resume as necessary.

25. Present the candidate as agreed upon in Phase 1.

24. Address formal references as necessary.